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# Example of Disability Claims Job Description

Our company is growing rapidly and is looking to fill the role of disability claims. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for disability claims

* Support and promote all integration initiatives (including Family Medical Leave, Life Assistance Programs, Integrated Personal Health Team, Your Health First, Healthcare Connect)
* Coordinates investigative efforts ensuring appropriateness
* Evaluates and arranges appropriate referral of claims to outside vendors for surveillance, independent medical evaluation, functional capability evaluation, and/or related disability activities
* Negotiates settlement of claims up to designated authority level
* Partners with Team Leader to ensure contingency plans are in place to achieve results when challenges arise (staffing shortages, new business, system implementation)
* Stays abreast of ongoing trainings associated with role and business unit objectives, ensuring staff is updated on role-appropriate trainings
* Works with business partners to ensure successful implementation of new accounts changes on additional lines of business with existing accounts
* Establishes & communicates performance standards & objectives, conducts performance appraisals
* Recommends/approves salary adjustments, promotions, transfers & dismissals
* Counsels team members on educational & job opportunities which will enhance their career development, & keeps staff informed of current problems, changes, & new developments in the department & company by conducting periodic meetings

## Qualifications for disability claims

* Adjudicates and manages long term disability claims in a team-oriented, multi-disciplinary environment
* Past experience demonstrating proficiency in Microsoft Office products including Word, Excel, and Outlook required
* One year of insurance industry experience required
* Adjudicates and manages Short-term disability claims in a team-oriented, multi-disciplinary environment
* Registered Nurse (RN) with current Pennsylvania license
* 5 + yrs of experience in disability claims the directly aligns with the specific responsibilities for this position, including 2+ years of managerial, supervisory, and/or demonstrated leadership experience