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# Example of Disability Claims Job Description

Our growing company is looking for a disability claims. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for disability claims

* Intake and Processing of Family & Medical Leave Act (FMLA) standalone claims (related to childcare, family member illness/injury or employee illness/injury not associated with a Group Disability claim)
* Provides training, guidance, and assistance to field personnel
* Manage through front line claims managers
* Analyze the changing pattern of disability claim incidence/leaves and recovery patterns within assigned products and take corrective action to manage both within acceptable tolerances
* Ensure all areas are appropriately staffed
* Ensure appropriate service is provided to corporate customer representative
* Oversee the installation of business, including setting of staffing levels (in conjunction with unit managers), review of plan and identification of key issues
* Accountable for staff development by identifying developmental needs, QA trends, and opportunities and working with staff throughout development and appropriate training
* Implements new and revised policies and procedures, including ensuring operational compliance with federal/state requirements as applicable
* Performs additional duties and/or is assigned special projects as requested and operationalizes these projects in assigned unit as appropriate

## Qualifications for disability claims

* Requires a high school diploma or its equivalent with at least 5 years of experience in the field or in a related area
* Minimum of5 years experience in disability claim management
* Bachelors Degree and 10 or more years of experience in the managing multiple lines of claims area
* Bachelor's degree with 1+ years of experience prefered, but not required, or a high school diploma or equivalent with 3+ years of related work experience
* Five or more years of progressive experience as a Claim Technician, or the equivalent, demonstrating the technical expertise to handle the most complex cases with a high degree of judgment & discretion
* Physical requirements are those of light or sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects