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# Example of Disability Claims Job Description

Our innovative and growing company is searching for experienced candidates for the position of disability claims. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for disability claims

* Assist in timely and effective investigation, analysis and solutions to complex disability claims payment issues, including systemic issues which may have existed for several years
* Prioritize multiple requests of varying urgency on an ongoing basis
* Complete all work with high attention to detail and accuracy
* Build and maintain effective working relationship
* Work collaboratively with both internal and external business partners
* Identify and suggest opportunities to process improvements
* Use critical thinking skills to investigate eligibility of coverage, evaluate claimant’s functionality, assess potential for return to work and other income benefits while providing exceptional customer service
* Work in a team environment and welcome feedback from their mentors and managers and as they continue to develop their skills
* Daily assignment of new claims to team members within respective Regional Claims Center according to training level and current queue work load
* Establishes priorities and communicates daily direction to the team members within their Regional Claims Center

## Qualifications for disability claims

* Adjudicates and manages disability claims in a team-oriented, multi-disciplinary environment
* 1-3 yrs of experience in training that directly aligns with the specific responsibilities for this position
* 5 + yrs of experience in short term disability claims that direcly aligns with the specific responsibilities for this position, including 2 + years of managerial, supervisory, and /or demonstrated leadership experience
* You have over 10 years of experience handling complex disability claims
* You have experience working with disability claims in a unionized environment
* A minimum of 2 years of disability claims experience required in a related field