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# Example of Workers Compensation Specialist Job Description

Our growing company is searching for experienced candidates for the position of workers compensation specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for workers compensation specialist

* Advises and assists department in conducing investigation of accident reports, including interviewing of witnesses and procurement of relevant documentation
* Advises departments of trends in injuries and proper safety procedures that may result in a reduction of injuries
* Provides information and training that will aid in reducing accidents and improve safety
* Trains managers in proper procedures and forms to be utilized in workers compensation and safety matters, and in the preparation of accident reports, notices of absence, and notices of return to work in accordance with regulations under the Workers Compensation Act
* Ensures that State Industrial Commission forms are properly prepared and filed
* Conducts research and works well with leaders and employees in other departments and management positions
* Compile and review claim data
* Negotiate and settle lower dollar medical-only worker’s compensation subrogation claims
* Aggressively manage all workers’ compensation claims to resolution, including conducting causal analysis, identifying indicators of potential fraud, developing initial action plans, managing reserves
* Correspond with the local site advocates and management, witnesses, treating doctors and clinics, adjusters, attorneys, designated vendors and injured employees as needed within the first 24 hours of incident and throughout the life of the claim

## Qualifications for workers compensation specialist

* Can independently prioritize and manage meaningful responses to internal and external players
* Strong communication skills to include written, oral and group presentation
* Applicant will at some point be required to obtain CA Independent Adjuster License
* Ability to examine and evaluate data relating to a workers' compensation program
* Ability to understand and apply applicable rules, regulations, policies and procedures relating to a workers' compensation program
* Ability to handle telephone calls in a fast, courteous and effective manner