Downloaded from <https://www.velvetjobs.com/job-descriptions/workers-compensation-specialist>

# Example of Workers Compensation Specialist Job Description

Our innovative and growing company is looking to fill the role 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

* Visit and assess performance of local occupational healthcare clinics
* Work closely with the Corporate Risk Management Department on the management of any complex claims as defined in the company’s existing WC Claims Handling protocols
* Liaison with Human Resources for short-term/long-term disability and FMLA when applicable
* Monitor all open cases daily for any change in status
* Prepare/present bi-weekly report on status of all open claims and participate on calls with Corporate Risk Management for safety analysis and ongoing claim strategy discussions
* Responsible for maintenance of accident, sickness, and near miss records
* Responsible for maintaining accurate OSHA Injury and Illness Logs for all locations, with Corporate oversight
* Assist the company’s defense attorney(s) in preparation of cases
* Assist in selection of new panel doctors when necessary for treatment of workers’ compensation claims and Independent Medical Evaluations
* Facilitate return to work initiatives with local management for workers’ compensation cases

## Qualifications for workers compensation specialist

* Ability to conduct fact-finding investigations
* Ability to prepare and maintain records relating to a workers' compensation program
* Ability to negotiate and facilitate resolution agreements
* Strong knowledge of current OSHA regulations, IIPP and compliance requirements
* Knowledge of cleanup/containment of hazardous materials/situations as a result of spills or systems failures
* Must be able to communicate issues in a constructive manner and handle difficult and/or confidential situations in a professional manner