



# Example of Workers Compensation Specialist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of workers compensation specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for workers compensation specialist

- Provide timely responses to DOT Verifications for internal and external inquiries
- Manage TPA contracts affecting position responsibilities to ensure services are being performed and executed as required by master services agreement
- Reports the workers compensation claims to the TPA
- Communicates with injured workers by providing compassionate and caring guidance as their advocate during the claim process
- Coordinates with claim adjusters to determine appropriateness and amount of worker's compensation claims, and to investigate individual claims for eligibility for workers' compensation benefits
- Assists supervisors in providing injured employees with alternative work assignments or creating light duty or restricted duty assignments whenever possible for injured employees
- Liaisons between management, claim adjuster, outside counsel and injured employee to manage return-to-work and minimize litigation risk for the company
- Monitors the status of the claims, and provides periodical reports to management
- Manages the workers compensation claim from start to end, and drives timely closure of the claims

## Qualifications for workers compensation specialist

- 7 or more years of claims handling experience with 2 or more years in Workers' Compensation Claims
- Experience handling Indiana, Michigan, Illinois and/or Iowa claims
- Experience handling Illinois and/or Wisconsin Workers' Compensation Claims
- Experience handling Illinois and/or Minnesota Workers' Compensation Claims
- Bachelors Degree and 6 or more years of workers' compensation claims handling experience
- In addition, the candidate will generally possess 5-7 years of related claims experience with 1-2 years of experience in complex claims