



Bulletin

MoveUP Job Posting: Workers' Compensation Appeals Representative

Monday, May 1, 2017

To: MoveUP Executive Councillors, Job Stewards & Distributors - PLEASE POST

APPLICATIONS ARE HEREWITH INVITED FOR:

POSITION: Workers' Compensation Appeals Representative

SALARY: \$3,239 bi-weekly

Salary and benefits will be in accordance with the MoveUP/USW2009 collective agreement. Additionally, a condition of employment is to supply your own vehicle, also in accordance with the collective agreement. Some occasional travel within B.C. and Canada may be needed, as required.

The role

Reporting to the President through the Senior Representative and Director of Operations, the position co-ordinates and has conduct over member appeals of WCB and CPP disability decisions and also reports regularly to the LTD Trust of referred WCB, WCAT and CPP appeals. The role will include liaising with and assisting elected officials and staff members on occupational health and safety issues.

Duties and responsibilities:

- advising staff representatives and members with regard to WCB claims
- analyzing member requests for assistance with WCB appeals and determining if these should be advanced by the union; managing, preparing, and advancing approved appeal files on behalf of members; presenting written submissions to the Review Division and, when required, to the Workers' Compensation Appeal Tribunal; representing members at oral hearings at both appeal levels as required
- accepting and servicing appeals for the LTD Trust for WCB, WCAT, Review Division and CPP appeals and collaborating with the Trust on a regular basis on these files
- serving as advocate for WCB claims, managing cases and presenting appeals
- maintaining an ongoing database and analysis of member WCB claims and appeals with appropriate information to assist in the development of preventative strategies
- monitoring implementation of WCB (Review Division) and WCAT decisions and developing reports and recommendations as necessary.

Other duties and assignments may include:

- representing the union in meetings related to WCB claims and appeal advocacy, including BC Federation of Labour workgroup meetings
- providing training to staff and locals on matters related to the WCB claims process, and assisting with health and safety training as appropriate
- working with Vice-Presidents in an advisory capacity on their unit's joint health and safety committees, health and safety program, accident and incident investigations
- issuing regular reports which include analyzing trends, injury and illness statistics and recommendations for health and safety prevention programs and services
- other duties and initiatives as assigned.

Necessary qualifications:

- detailed understanding of the WCB claim and appeal processes
- experience in developing and presenting submissions, handling, and presenting claims and managing cases
- knowledge and understanding of general workplace health and safety issues
- union advocacy experience
- university training or an equivalent level of experience and training
- familiarity with relevant legislation, including the *Workers Compensation Act*
- excellent communications, organizational, and administrative skills, and computer literacy demonstrated ability to handle complex responsibilities, meet deadlines, maintain protocols and workplace systems, and function as an effective member of a team, all with only general direction
- WCB advocacy experience at all levels of appeal
- instructor training in adult education.

Other:

- willingness to undertake an employer-provided training program related to WCB advocacy
- willingness to work evenings and weekends, and flexible to travel.

This is an opportunity to work with highly motivated colleagues in a creative and vibrant office environment. We offer a competitive salary, and excellent benefits.

We are supportive of workforce diversity and encourage applications from all qualified individuals.

If you are interested in this rewarding opportunity and to become part of the MoveUP team, please send your application directly to Amber Hockin, Director of Operations, by May 23, 2017.

We thank all applicants for their interest. Due to the large volume of applications we receive, only those shortlisted will be contacted for an interview.

Amber Hockin
Director of Operations

MoveUP

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