

# JOB POSTING

November 19, 2021 – revised posting

## **APPLICATIONS ARE HEREWITH INVITED FOR:**

**POSITION:** **Workers Compensation Appeals Representative - Full time Regular**

Reporting to the Director, Operations, this position co-ordinates and represents MoveUP members in appeals of WCB and CPP disability decisions. The role will include regular reporting to the LTD Trust of referred WCB, WCAT, and CPP appeals, and liaising with and assisting elected officials and colleagues on occupational health and safety issues.

## **PRIMARY DUTIES AND RESPONSIBILITIES/CRITICAL TASKS:**

Key responsibilities include, but are not limited to:

- Assessing the merit of Workers' Compensation Board, Review Division, Workers' Compensation Appeal Tribunal, and Canada Pension Plan decisions and determining if these should be advanced or appealed.
- Managing, preparing, and advancing approved appeal files on behalf of MoveUP members.
- Drafting and presenting written and oral submissions to WCB's Review Division, WCAT, and on CPP Disability appeals.
- 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.
- Where appropriate, selecting and liaising with appropriate medical experts to obtain medical opinions in support of member appeals.
- Maintaining an ongoing database and analysis of member claims and appeals with appropriate information to assist in the development of preventative strategies.
- Monitoring implementation of WCB (Review Division) and WCAT decisions and development reports and recommendations.
- Other duties as required.

Additional responsibilities may include:

- Representing the Union in meetings related to WCB claims and appeal advocacy, including BC Federation of Labour workgroup meetings.
- Providing training to colleagues and locals on matters related to the WCB claims process, and assisting with health and safety training as appropriate
- Working in an advisory capacity on joint health and safety committees, health and safety programs, and 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.

## **QUALIFICATIONS:**

- Detailed understanding of the WCB claim and appeal processes, and WCB advocacy experience at all levels of appeals.
- Extensive experience in developing and presenting submissions, handling, and presenting claims and managing cases.

- Knowledge and understanding of general workplace health and safety issues and/or willingness to undertake an employer-provided training programs.
  - College or University degree/diploma in Human Resources, Labour Economics, Labour Relations, Law, or related Social Sciences or an equivalent combination of training and experience.
  - Familiarity with relevant legislation, including the *Workers Compensation Act*.
  - Instructor training in adult education is an asset.
  - Good time management, scheduling and organizational skills.
  - Be able to multi-task with a strong attention to detail
  - Excellent oral and written communication skills
  - Excellent interpersonal communication skills that is clearly evident both in person and over the phone
  - Have demonstrated ability to be proactive and self-starting and work in a team-based environment
  - Ability to take direction and work under pressure
  - Demonstrated interest and/or participation in trade union activities essential
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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.

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.

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 Ram Atwal in Human Resources at [ratwal@moveuptogether.ca](mailto:ratwal@moveuptogether.ca).

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.

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MoveUP represents more than 12,000 union members at public and private sector companies in Western Canada.

We are Local 378 of the Canadian Office and Professional Employees Union (COPE/SEPB), which represents over 30,000 members, and we are affiliated with the BC Federation of Labour, the Canadian Labour Congress, and provincial labour councils. We are also affiliated with UNI Global Union and IndustriALL Global Union through our national union. For more information, please visit [www.moveuptogether.ca](http://www.moveuptogether.ca).

### **Mission**

MoveUP unites professionals to champion and advance the rights, dignity, and respect of all workers.

### **Vision**

By organizing and mobilizing workers to strengthen their rights and pursue social justice, MoveUP is the union of choice.

## **Values**

As a progressive union, we provide a supportive and respectful workplace that enables the best performance of each staff member so that together we can:

- Activate our members
- Protect workers
- Promote solidarity
- Build a more just society
- Remove barriers to inclusivity