



SBCI

School Boards' Co-operative Inc.

Bilingual Workers' Compensation Associate (English/French)

Organization:

For Ontario school boards that wish to improve efficiencies, decrease their costs, and mitigate the negative impacts of absenteeism, SBCI – a member-owned not-for-profit co-operative – provides expert actuarial, attendance, health and safety, and workers' compensation consulting services. Through our industry-leading knowledge and collaborative approach, we work to make schools safer, healthier, and more productive.

SBCI is currently seeking a qualified candidate to fill a Workers' Compensation Associate position in our Workers' Compensation (WSIB) Department.

Position Summary:

Our Worker's Compensation Department services our clients in the areas of their Occupational Disability Management and WSIB/WSIAT Appeals. This role compliments our team of Workers' Compensation Consultants and Assistants. The Workers' Compensation Associate will be reporting to the Manager, Workers' Compensation Services.

It is a pre-requisite that the successful candidate **must** be a licensed paralegal in good standing with the Law Society of Ontario.

The ideal candidate is professional, proactive, able to follow and take direction, detail oriented, organized, highly motivated, possesses strong analytical, communication and customer service skills. The successful candidate **must be fluent in both English and French**, it is essential and required (verbal and written).

This is a permanent full-time position, working Monday to Friday, that will contribute greatly to the organization. This is a hybrid role, primarily remote, with requirements for in-office attendance, as required.

Primary responsibilities:

- Provide support to Workers' Compensation Consultant (WCC) in the proactive management of SBCI Member's WSIB claims:
 - Review essential claim related correspondence and documents and provide support to the WCC by
 - Updating claim records like RTW updates, claim status updates, WSIB decision follow-up.
 - Conducting follow ups and communications with stakeholders at the direction of the WCCs
 - Draft Correspondence and complete forms, at the direction of the WCCs
 - Support by providing peer review, as required.
- Provide support to the WCC regarding Appeals Representation
 - Assist in case file reviews.
 - Conduct merit reviews.
 - Support WCC in hearing and appeals preparation.
 - Assist with obtaining and review medical reports and legal research.
 - Assist with memos to WSIAT related to case carriage, appeal Extension Requests
 - Draft and file written appeals for routine WSIB matters.
- Assistance with excess loss insurance reporting requirements
 - Assist with updating and maintaining Insurance Refund list.
 - Prepare quarterly and ad hoc reports.
 - Conduct annual audit of Dormant cases.
- Assistance with Data Analysis and Reporting
- Providing support for various projects

Key Skills and Experience:

- At a minimum, the successful candidate **must** be a Licensed Paralegal, in good standing with the Law Society of Ontario (formerly Law Society of Upper Canada)
- Post-Secondary Education in a related field.
- **Must be fluent in both English and French**, it is essential and required (verbal and written).
- Workers' Compensation (WSIB) knowledge would be an asset.
- Experience in administration required.
- Good customer service skills and experience and the ability to develop strong relationships at all levels with internal and external stakeholders.
- Strong Analytical skills would be an asset, the ability to identify trends, analyze and respond to needs accordingly.
- Knowledge of relevant legal and medical research databases
- The ability to conduct analysis, prepare briefs and written submissions.
- Excellent time management, accuracy, and organizational skills
- Project management experience would be an asset.
- Knowledge of Microsoft Word, Excel, Outlook and Power Point and can learn to use Parklane.
- Excellent communication skills, both written and verbal.

Candidates are welcome to apply by submitting a cover letter and resume by e-mail to careers@sbc.org.

This position will remain open until filled.

The salary range for this position is \$83,027 - \$97,695.

We offer our employees:

- Competitive compensation and benefits package
- OMERS pension plan (matched by employer)
- Payment of LSO Fees and Errors and Omissions Insurance
- An inclusive, team-oriented culture
- Flexible hybrid work with home office/remote work opportunities available
- Reduced summer work hours
- Free onsite parking at the office
- Employee Assistance (and Family) Programs (EAP/EAFP)
- Paid time off (Vacation, Sick, Personal days, and bereavement)
- We strive to provide more work/life balance.

SBCI is proud to be an equal opportunity employer. All qualified applicants will receive Consideration for employment. Reasonable accommodations are available upon request for all candidates taking part in all aspects of the recruitment and selection process. To request an accommodation, please contact Careers@sbc.org.