

Location
Vancouver, BC

Job Status/Type
Full Time/Permanent

Posted/Updated
October 2020

Established in 1994, TeksMed Services Inc. is a leading disability and claims management firm, offering employers across Canada a complete solution to workplace injury and short-term disability claim management. Our team of experts has devised processes and methods that effectively reduce wage loss and claim costs by helping ill and injured workers maximize their work potential. We focus on ability, not disability, provide fast, world-class health care, and assist in establishing an early and safe return to work.

TeksMed is currently looking to fill an opening within our western disability management department, based in the Fraser Valley but with the opportunity to work remotely from home. This is a full-time position for an Ability Coordinator who will directly report to the Team Leader. We are looking for a motivated, self-starter with a strong work ethic, integrity and drive. This position requires excellent communication and critical thinking skills with strong problem-solving abilities and a capacity to flourish in a fast paced, ever-changing environment.

Key responsibilities surround the ongoing management of workers' compensation claims for our clients while maintaining and developing client relationships by providing exceptional service. The role focuses on facilitating and promoting an early and safe return-to-work for our clients' employees. This is facilitated through obtaining and reviewing objective medical information, overseeing modified work programs and utilizing our proven expedited health care strategies. While in this role, you will also communicate with key client contacts, employees, and health care providers in order to deliver effective disability management services.

If you think you have what it takes to join our team, a potential career opportunity awaits you!

Qualifications:

- Disability Management experience preferred
- Proficient in all Microsoft Office applications
- Exceptional written and verbal communication skills
- Strong critical thinking and problem-solving skills
- Organizational skills and attention to detail
- Ability to work independently and as a part of a team
- NIDMAR CRTWC and/or CDMP considered an asset
- Familiarity with Provincial Workers' Compensation Boards in Canada is an asset
- Familiarity with Health and Safety principles is an asset

Required language:

- Fluency in English both written and verbal is a must
- Fluency in English and French considered an asset

What can we offer to you?

- ✓ Competitive base salary commensurate with experience
- ✓ Full time hours 8:30 AM to 4:30 PM Monday to Friday
- ✓ Generous benefits & RRSP matching program
- ✓ Plenty of opportunities for advancement & ability for further education within this field at no cost to the employee
- ✓ Great working atmosphere
- ✓ Two weeks of vacation per year

If you meet the above qualifications please submit your **Cover Letter** and **Resume**. We will be contacting qualified candidates via phone.

We thank all those who apply, however, only those applicants selected for an interview will be contacted.

NO PHONE CALLS PLEASE