

**Location**  
Toronto, ON**Job Status/Type**  
Full Time/Permanent**Posted/Updated**  
November 2023

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 have 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 eastern disability management department, based in Toronto, ON. This is a full-time position for a Return to Work Coordinator (RTWC) who will directly report to the Management Team. We are looking for a motivated, self-starter with a strong work ethic, integrity and drive. This position requires excellent communication skills and the capacity to flourish in a fast paced, ever changing environment.

Key responsibilities surround the ongoing management of workers' compensation claims for our clients and 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.

RTWCs will communicate with key client contacts, employees and health care providers in order to facilitate and manage return-to-work planning. In conjunction with return-to-work planning, RTWCs will monitor claims for areas of objection and then submit objections/appeals to the provincial compensation board or liaise with an in-house paralegal as appropriate.

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

**Qualifications:**

- Post-secondary education or equivalent relevant experience
- Disability Management experience is a must
- Proficient in Microsoft Office Excel
- Strong written and verbal communication skills
- Organizational skills and attention to detail
- Ability to work independently and as a part of a team
- Source, interpret and present information in a comprehensive way
- 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?**

- ✓ 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
- ✓ 2 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**