

JOB DESCRIPTION

TITLE WORKERS' COMPENSATION INSURANCE ADJUSTER I

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associate degree in Risk Management, Insurance, Business Administration or other related discipline; or five years related experience and/or training; or equivalent combination of education, training and experience which provides the required knowledge, skills and abilities for this position. Ability to create and work with spreadsheets and databases.
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Florida Workers' Compensation Adjuster's license preferred/ability to obtain Florida Workers' Compensation Adjuster's license within six months.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is required to stand and walk; use hands to finger, handle and feel; and reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and

ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Manager, Contracted Services, Insurance & Risk Management

GENERAL RESPONSIBILITIES

1. Assists the Third Party Administrator (TPA) & Managed Care Provider with the evaluation, investigation and resolution of workers' compensation claims.
2. Works with the Managed Care Provider to arrange timely and appropriate medical treatment for injured employees of the District.
3. Administers workers' compensation benefits pursuant to Florida Statue to the conclusion of the claim.

SPECIFIC RESPONSIBILITIES

1. Communicates with doctors and medical providers to obtain timely and appropriate medical treatment for injured employees.
2. Establishes personal contact with the injured employee.
3. Communicates with doctors and medical providers to obtain appropriate medical treatment plans.
4. Investigates job related injuries and makes recommendations to prevent future occurrences.
5. Recommends and authorizes undercover surveillance of claimants with the approval of the Manager.
6. Calculates workers' compensation rates.
7. Manages compensation claims and those claims in litigation.
8. Communicates with attorneys and witnesses to obtain necessary information regarding claims.
9. Assists defense counsel and attends meetings, mediations and court hearings as necessary.

10. Assists the TPA in providing payments to injured employees and medical providers.
11. Maintains an accounting system to include performing bank statement reconciliation, and weekly, monthly and annual financial statements.
12. Assists with the management of the District's Managed Care Arrangement (MCA).
13. Provides counsel, training and materials to schools and departments to help reduce accidents.
14. Assists with schools/departments to provide light duty work.
15. Performs other duties as assigned.