WSCC Careers

Case Aide (Casual opportunity), Iqaluit

The Workers' Safety and Compensation Commission's (WSCC) vision is to eliminate workplace diseases and injuries. We promote workplace health and safety while providing no fault insurance to employers and care for injured workers. We uphold the values of respect, engagement, integrity, openness, cultural safety, excellence and stewardship.

Located in Iqaluit and reporting directly to the Supervisor, Case Management, the case aide provides support in higher level administrative work for the case management team. The Case Aide will provide the essential support to enable case management staff to prioritize their workload and focus on the primary function of returning injured workers to employment and reducing claims costs.

The Case Aide will provide support functions to case management, which includes closing files, confirming invoices, reviewing files for disclosure, requesting information required for decision making, filing, pension transfers, creating payments, medical summaries, and records management.

The successful applicant will have strong analytical and organizational skills, prioritize tasks effectively, administrative abilities and competent in providing a high level of customer service. Fluency in Inuktitut or French would be considered assets.

We require completion of Grade 12 diploma and experience in a related field.

The salary starts at $28.56/hourly, plus an annual Northern Allowance of $18,533.

A satisfactory criminal records check is required for this position.

Closing Date: **July 23, 2018 @ 11 pm (EST)**

If this sounds like a good fit for you, please forward your resume quoting the competition to:
Email: careers@wscc.nt.ca

You must clearly identify your eligibility to receive priority consideration under the Affirmative Action Policy.

The WSCC is an inclusive workplace. If you have a disability and require support or accommodation during the hiring process, we encourage you to identify your needs when we contact you for an interview.

We may use this competition to fill similar vacancies that become available over the next six months.

The ability to communicate in an official language of Nunavut, in addition to English, is an asset.

safety & care

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