

Programmed is a leading provider of staffing, maintenance and facility management services

We currently have a great job opportunity for a Claims Manager working as part of a Workers Compensation Self Insurance team with the support of the Self Insurance Manager based in Underdale.

The Role

The role is responsible for:

- Monitoring, assessing and determining liability of claims
- Determining appropriate injury management actions
- Develop individual recovery and return to work plans in consultation with the injured employee and nominated treating doctor
- Calculation of weekly payments and management of entitlement step downs
- Monitor service provider performance and costs
- Conduct file reviews as intervals defined within the Self Insurance Claims Manual
- Implementing strategies for effective cost management on claims
- Assisting in the maintenance and enhancement of the Self Insurance (Workers Compensation) claims management and injury management functions in accordance with Return to Work Self Insurance Licensing conditions/code of conduct
- Intra/interstate travel may be required from time to time.

You

The ideal candidate will have the following skills and experience:

- Ideally, recent experience within the Worker's Compensation and/or Self Insurance as a Claims Manager (preferred but not essential)
- Administration skills – able to work with a range of office products and perform administrative functions
- Time management skills, able to prioritise workload
- Excellent communication and interpersonal skills
- An aptitude for working within a dynamic, fast paced and challenging environment
- Return to Work Coordinator Certificate (essential)

- Demonstrated understanding of the Return to Work Act 2014 in a claims environment (essential)

In return the person will be offered an autonomous working environment within a Group Workers Compensation function.

If you feel you meet the above requirements and seek a career in a well established and progressive company **apply now!**

Programmed provide a supportive work environment with a variety of employment benefits, including access to a discount benefit scheme, paid parental leave and employee share plan.

Programmed supports a workplace culture of zero harm and encourages this in all that we do.

Aboriginal and Torres Strait Islanders are encouraged to apply.

Please address your application including a cover letter and resume – and forward to michelle.schulz@programmed.com.au

For confidential enquiries please contact - Michelle Schulz on 0437 714 552

zero/harm