



JOB ANNOUNCEMENT

RTW / Vocational Manager

General:

The primary functions of this position are to lead ERNwest staff and its clients in returning injured employees to work on temporary or reasonably continuous basis in the safest and fastest manner possible, create accurate job descriptions and job analyses for the purposes of claim adjudication and return to work, and to review private sector vocational rehabilitation services on specific claims. The overarching goal of this position is to help employers keep their employees engaged in the workforce while recovering from work-related injuries in order to reduce the cost of time loss, reduce salary continuation (KOS) payments made by the employer, and significantly increase the employee's likelihood of an excellent recovery from injury. RTW Managers are typically assigned to a group of four to eight ERNwest claims managers and work in concert with the claims managers on return to work and vocational rehabilitation matters. The individual in this position will spend a substantial amount of time in the field working directly with clients, speaking on the telephone with clients, working as a team member with ERNwest claims and group management staff, interacting with medical care providers, and working in coordination with other claim(s) stakeholders.

Responsibilities Include (but are not limited to):

- In concert with the assigned claims manager, intervening in and maintaining a presence on claims with lost or restricted days.
- Receiving internal referrals from ERNwest claims manager to create job analyses, job descriptions, initiate return to work services, or assist with a vocational review of a workers' compensation claim.
- Reviewing recent claims to identify opportunities to assist the ERNwest claims manager and client to return an injured employee to the workplace.
- Training ERNwest claims managers on return to work requirements, techniques, strategies and practices for basic return to work with the employer.
- Assisting ERNwest staff and employers in creating and managing return to work to avoid issues that create long term workers' compensation claims.
- Using the required measurement tools and training work with employers to create accurate job analyses that describe the essential functions and the associated physical demands of a job the employer currently has or may offer.
- Working directly with clients developing temporary and reasonably continuous transitional duty positions, this may include:
 - Assisting the employer in identifying job tasks that provide value to the employing organization.
 - Identifying short term training reimbursable by the WSAW and other programs
 - Assisting with job offer letters and language of such
 - Requesting preferred worker status on behalf of an injured employee from the Department of Labor and Industries L&I.
- Discussing the need of vocational rehabilitation and early return to work referrals with L&I claims managers, vocational, and early return to work staff.
- Assist in developing return to work programs or materials for employers and retrospective rating group programs.
- Participating in ERNwest claim staffing conferences.
- Reviewing all cases reaching/approaching plan development.
- Preparing, submitting, and following through with disputes to private sector vocational recommendations using appropriate WAC and RCW to support disputes.

Requirements:

- Experience as a vocational rehabilitation counselor in the State of Washington
- Sufficient computer skills to use common applications such as MS Word, Excel, and web browsers.
- Maintain a valid Washington State driver's license.
- Maintain a good driving record.
- Have the physical capacities to drive up to two hours at a time and up to seven and a half hours in a workday.
- Write and speak English fluently.
- Present well, both in physical appearance and quality of presentation materials to business owners and other executive level employees of client companies.
- Provide excellent internal and external customer service to client companies, group managers, and claims staff.
- Be self-directed and demonstrate the ability to work in small and large teams.
- Demonstrate ability to communicate well in person, via email and via telephone.

Benefits:

- Salary is dependent on applicable work experience
- 100% company paid health, dental, vision
- 401k with match
- Long-term and short-term disability
- 12 paid holidays
- Two to five weeks of paid vacation
- Flexible work schedule

Application Procedure:

- Please send a cover letter and resume to career@ernwest.com and place in the subject line RTW Manager.