



JOB DESCRIPTION

Salary Grade: 5 CUPE 1328

Job Title:
WSIB Claims Clerk

PRIMARY FUNCTION

The primary function of this job is to provide administrative/secretarial support to the Workplace Safety and Insurance Board (WSIB) unit of the department in processing of employee accident claims and related duties.

MAIN RESPONSIBILITIES

1. Processes WSIB claims by performing duties such as:
 - obtaining outstanding information on Form 7 and/or A.I.R. Injury Report by contacting department heads, principals and employees etc. for missing data/clarifying information e.g. date of accident, return to work date etc.
 - calculating and completing the wages information section of the accident report form
 - forwarding completed Form 7 (i.e. accident report form) and related documents to WSIB
2. Coordinates activities for the unit by performing duties such as:
 - advising WSIB of new salary rates, after collective agreement/policy changes
 - advising Payroll Department of overpayment to employees on WSIB – check?
 - requesting monies from WSIB in cases where WSIB has overpaid employees in error
 - preparing monthly, the WSIB lost time report
3. Provides administrative support to the unit by performing duties such as:
 - receiving 102 Advance Notices from WSIB, maintaining Benefits Award

- compiling information cash flow spreadsheet from 102 Advance Notices for T4 adjustment and providing Payroll Department the maintained spreadsheet for revision of T4s
 - receiving cheques from WSIB for lost time injuries and forwarding them to the Finance Department
 - utilizing HR Payroll System (SAP) to input WSIB allowances
 - monitoring/reviewing reports (e.g. WSIB Cost Statements) and advising department staff of discrepancies providing statistical reports by utilizing established formats and accessing required information, as necessary
 - providing statistical reports (e.g. cash flow reports; monthly WSIB Schedule 2 etc.) by utilizing established formats and accessing required information, as necessary
 - maintaining Parklane System
 - responding to general telephone enquiries
 - maintaining filing and follow-up systems, as necessary
 - maintaining up to date knowledge of all pertinent legislation such as WSIB, OHSA (Occupational Health and Safety Act), collective agreements and TCDSB policies
4. Performs secretarial/clerical duties such as
- sorting and distributing mail
 - preparing cheque requisitions as necessary
 - utilizing appropriate computer software to provide secretarial/clerical services (e.g. SAP, Excel etc.)
5. Performs other related duties as assigned or required

SKILL

- Secondary School Diploma with related courses equivalent to 1 year post secondary, or equivalent
- 1 – 2 years related experience

EFFORT

- Complexity of the job is to ensure that established procedures and policies are adhered to in order to maintain an optimum level of accuracy and service in an environment reflecting multiple employee groups, collective agreements, policies and changing legislation. Complexity in reasoning and decipher information. Complexity in prioritizing activities to meet respective deadlines.
- Visual concentration and manual dexterity when utilizing computer terminal (80%) – working on reports with fine print and figures.

RESPONSIBILITY

- Accountable for timely and accurate processing of forms and reports. Independence of action in responding/clarifying WSIB claims issues in accordance to established policies and procedures. Independence of action in fact findings.
- Inaccurate calculations would/could lead to over/under payments. Delay in sending Form 7 to WSIB would result in late filing penalty. Omission in updating HR Payroll system result in loss of pay which would inconvenience employees and take time to correct and resolve
- Contact with employees, department heads and principals, staff within the Board and WSIB office for exchange of information. Exposure to confidential data.

WORKING CONDITIONS

- Open office concept environment
- Stress in dealing with irate employees. Stress in obtaining missing data and reporting within tight timeline. Stress in meeting with deadlines.