



Job Description—Return To Work Specialist

Location: CRSIG Office – 1120 Tully Rd., Modesto, CA 95350

Job title: Return To Work Specialist

Reports to: Executive Director

Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours: 40/week Days: 261 days/year <input checked="" type="checkbox"/> Paid Holidays <input checked="" type="checkbox"/> Paid Sick Leave <input checked="" type="checkbox"/> Paid Vacation <input checked="" type="checkbox"/> Health & Welfare Benefits
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General Description:
 Under the direction of the Executive Director, the Return-to-Work Specialist provides Workers' Compensation case management and coordination of the Structured Return-to-Work Program for the CRSIG members. In addition, this position monitors the work of the third-party administrator as it relates to handling of Workers' Compensation claims.

⇒ **Essential Job Tasks:**

- Coordinates disability case management with member districts and the third party administrator.
- Assists JPA members with the coordination of return-to-work assignments.
- Coordinates services with medical providers regarding disability and return-to-work assignments.
- Plans and coordinates the daily operations of the Return-to-Work Program.
- Oversees and administers the Modified Assignment Protocols
- Maintains a data system for Workers' Compensation claims and case management.
- Compiles financial and statistical data.
- Uses current technology and equipment to generate spreadsheets, reports and correspondence.
- Conducts in-service training on an individual or group basis for CRSIG member staff.
- Coordinates the medical control program with the appropriate clinics.
- Participates as a member of the Critical Claims Committee.

⇒ **Special Yearly Projects including:**

- Analysis of JPA-Wide and Members Lost Days and development of recommendations

⇒ **Assist Executive Director with:**

- Return To Work assignment and status reports for Members and Board

⇒ **Knowledge/Skills/Abilities:**

- California Workers' Compensation claims management/coordination
- Vocational rehabilitation programs
- Methods and practices of financial and statistical record keeping
- Computer applications (data base, spreadsheets, word processing)
- Correct English usage, spelling, grammar and punctuation
- Return-to-Work Program management and coordination
- Letter and report writing
- Basic medical terms and procedures

Ability to:

- Work independently with little supervision. This position requires the employee to be in the field 75% of the time.
- Use computer software programs for word processing, spread sheets and data base
- Follow oral and written directions and specific rules, regulations and processes and apply them to a variety of situations
- Establish and maintain cooperative working relations with district personnel
- Communicate with medical professionals

Training/Experience Required:

- High school Diploma; 4 year college degree in related field or any combination of experience and training which provides the required knowledge and abilities.
- IEA/IIA coursework or training in disability management, structured return to work techniques and workers' compensation a plus
- Minimum of 2 years of experience in the application of modified work assignments for employees who have sustained industrial work injuries and illness in a school district setting
- Valid California Driver's license.

Medical Category—*Moderate Physical Effort*:

- Position requires no extraordinary physical strength or qualifications.
- Work assignments are primarily located in an indoor work environment with no unusual physical requirements.
- Environmental conditions include a significant amount of driving to and walking outside on school sites to conduct inspections/evaluations.
- Lifting 30 lbs. maximum or carrying any object weighing up to 20 lbs. without mechanical assistance