



The Union Construction Workers' Compensation Program (UCWCP) is Hiring! (WWW.UCWCP.COM)

The UCWCP is seeking a full-time worker's compensation professional to direct the program's Alternative Dispute Resolution Services.

Primary Duties

- Daily communication by phone and email with plaintiff attorneys, defense attorneys, injured employees, claim adjusters/supervisors, and employer representatives.
- Coordinate Dispute Resolution Exams (DRE) and communicate with DRE vendors/parties for appropriate physician selection and scheduling and explaining the impact of the examiners' findings to the parties.
- Research issues and provide appropriate information using Minnesota statutes, rules, case law and UCWCP policies to ensure parties understand their rights, responsibilities and 'next-steps'.
- Conduct informal Facilitations and issue written agreements or determinations.
- Make referrals to formal mediation or binding arbitration.
- Manage existing systems and procedures to achieve program outcomes.
- Ensure policies are followed for ADR record-keeping (intervention, facilitation, mediation, and arbitration), case file completion, data privacy, and records-retention.

Qualifications to perform the job successfully:

- PREFERRED: Licensed attorney experienced in representing parties in workers' compensation proceedings.
- Extensive working knowledge of Minnesota's workers' compensation statutes, rules, case law, and policies sufficient to answer common questions, evaluate disputed issues, and apply authorized dispute resolution strategies.
- Experience computing complex benefit calculations, using statutory and/or case law mathematical formulas.
- Knowledge of medical terminology, conditions, treatment methods/ treatment parameters sufficient to evaluate reports and determine appropriate progress, work restrictions and treatment plan.
- Understanding of MN Statutory Vocational Rehabilitation services sufficient to assess appropriateness and progress of a particular Rehabilitation plan.
- Proficiency with personal computer software applications, including Microsoft Office Suite.

Competencies to perform the job successfully:

- Communicate tactfully and effectively with a wide range of people, including hostile and emotionally upset individuals, while providing disappointing information.
- Reason analytically and in an organized manner in order to explain complex ideas in verbal and written formats.
- Effectively use dispute resolution strategies to persuade and negotiate the resolution of disputed issues.
- Manage support staff and workload sufficiently to provide timely, accurate responses to inquiries and requests for assistance.

General Information

- Travel: minimal, MN cities only. A valid drivers' license and acceptable driving record required.
- Salary: \$100,000-120,000 ++, depending on experience.
- Extensive benefits, including 9% employer-paid 401K contribution.
- Selection process will require multiple interviews, writing samples, mock presentations and background checks.
- The UCWCP is administered by Wilson-McShane Corporation, in Bloomington, MN.
- Reports to: Kevin Gregerson, Managing Director/Program Administrator; and Sandy Stoddard, Member Services Director.

Interested candidates may send a resume to Sandy Stoddard at the UCWCP: stoddard@wilson-mcshane.com