

If you have strong case management and decision-making skills, knowledge of Workers' Compensation regulations and the ability to offer exceptional service in a busy work environment, then consider joining Montana Municipal Interlocal Authority (MMIA) as the next Workers' Compensation Examiner.

Based in Helena Montana, MMIA is a Risk Retention Pool serving cities and towns in Montana. MMIA offers coverage that includes Liability/Property, Workers' Compensation and Employee Benefits. To learn more, visit our website [HERE](#).

The majority of MMIA staff started temporarily working remotely due to the COVID-19 pandemic. This position may be required to spend time in the office with limited staff during training and may be required to work remotely depending on the pandemic situation.

### **Career Ladder**

This position is part of a formal Career Ladder which allows opportunity for advancement and pay based on obtaining certifications, meeting specific goals and more.

All examiners new to MMIA are normally hired at the Level I position and progress through Level II and finally Senior Level.

Employees new to MMIA typically have a starting wage of: \$54,879 - \$71,020/year depending on experience plus a very generous leave and benefit package. Claims Examiner II wage range: \$61,441 - \$79,512 /year.

### **Duties will include, but are not limited to:**

- Contacting witnesses as needed for interviews or recorded statements.
- Adjusting claims and ensuring the files are updated and maintained in accordance with the established Claims Handling Processes and Adjusting Guidelines by maintaining electronic data files.
- Establishing liability for member communities and accepting or denying claims.
- Calculating wage loss benefits and establishing claims reserves.
- Request and follow-up on recovery status with medical providers and claimants.
- Monitoring claims which includes periodically contacting the claimant, ensuring receipt of required written medical documentation, checking closely for medical release to return-to-work in full or modified capacity; and verifying return-to-work status with employer.
- Consults with and oversees medical case management or rehabilitation providers as necessary ensuring the comprehensive report which documents services provided expeditiously.
- Negotiating settlements provided within the guidelines and spending authority established by the MMIA Board of Directors and the Chief Executive Officer (CEO).

**Competencies required for completing duties are typically acquired with the following minimum education and experience:**

Bachelor's degree in business, public administration, risk management/safety or closely related field AND one (1) year of worker's compensation adjusting experience OR equivalency of education and/or experience equal to five (5) years (example HS Diploma/GED and 5 years of examining experience).

Applicants not meeting these minimum requirements may be considered if the applicant pool is not competitive and will start at a lower training wage if selected for the position.

**To apply, complete the full online application.**

**Short application submitted via indeed or other sites will not be accepted.**

**This position is open until filled with priority screening date of 7/17/2021. It is in your best interest to apply by this date.**

Questions? Contact Derrek Shepherd, HR Consultant at [dshepherd@mmia.net](mailto:dshepherd@mmia.net) or 406-495-7017.