

Workers' Compensation Claims Supervisor

Location: Houston, TX

Job details

Salary: Commensurate with Experience. This is an exempt position.

Job Type: Full-time

Qualifications

Education:

- Bachelor's Degree (Preferred)

Experience:

- Texas Workers' Compensation: 5+ years (Required)
- At least 2 years supervisory experience is preferred.

License/Certification:

- Texas Workers Compensation Adjuster License (Required)
- Texas All-Lines Adjuster License (Preferred)
- AIC Designation (Preferred, but not required)

Work Location:

- One location

Work Remotely:

- Partially

Full Job Description

AS&G Claims Administration, Inc., a Texas PRIMA Sponsor, is a premier leader in claims administration services. Since 1983, we have helped improve outcomes by mitigating Risk for our valued clients.

Primary Responsibilities:

- Supervises claims staff in their day-to-day operations
- Supports Vice President of Operations in staff recruitment, interviews and training of new staff on procedures and job-related functions
- Ensures staff compliance with Workers' Compensation laws and mandated regulatory reporting requirements
- Assures peak performance of the team through continued training and coaching, coupled with regular performance evaluations and recommends merit activity, subject to manager's approval
- Provides technical and jurisdictional guidance to claims staff regarding complex compensability, investigation, litigation issues and service account instructions
- Functions as liaison, suggesting and implementing final resolution for clients and employees regarding claim-specific, procedural or special requests

Required Skills and Knowledge:

- High School Diploma with a minimum of 5 years adjusting experience in Texas Workers' Compensation, preferably handling workers' compensation claims for a public entity.
- A Bachelor's degree is preferred, but not required. Education may be substituted for experience.
- Strong technical claims knowledge
- Knowledge of medical terminology
- Active Texas Workers' Compensation Adjuster or All-Lines Adjuster license
- Ability to identify subrogation potential and pursue recovery
- PC proficient, including Microsoft Office products
- Ability to think critically
- Ability to meet or exceed Performance Competencies

What skills will make me successful in this role?

- Ability and desire to provide results
- Develop professional relationships with your internal and external partners
- Effective communication which is both articulate and tactful
- Utilize your resilient and adaptable mindset in the face of shifting priorities
- Eagerness to collaborate with all teams and employees

U.S. Eligibility Requirements

- Interested candidates must submit an application and resume/CV online to be considered
- Must be 21 years of age or older
- Must be willing to submit to a background investigation; any offer of employment is conditioned upon the successful completion of a background investigation
- Must have unrestricted work authorization to work in the United States. For U.S. employment opportunities, AS&G hires U.S. citizens, permanent residents, asylees, refugees, and temporary residents. Temporary residence does not include those with non-immigrant work authorization (F, J, H or L visas), such as students in practical training status. Exceptions to these requirements will be determined based on shortage of qualified candidates with a particular skill. AS&G will require proof of work authorization

AS&G offers competitive salaries and benefits, including: medical/dental/vision plans, life and accident insurance, 401(K), flexible work hours (availability varies by office and job function) training programs and more.

AS&G believes that all persons are entitled to equal employment opportunity and does not discriminate against nor favor any applicant because of race, sex, color, disability, national origin, religion, creed, age, marital status, citizenship, veteran status, gender, gender identity / expression, actual or perceived sexual orientation, or any other protected characteristic. Equal employment opportunity will be extended in all aspects of the employer-employee relationship, including, but not limited to, recruitment, hiring, training, promotion, transfer, demotion, compensation, benefits, layoff, and termination. In addition, AS&G will make reasonable accommodations to known physical or mental limitations of an otherwise qualified applicant with a disability, unless the accommodation would impose an undue hardship on the operation of our business.

Benefits:

- 401(k)
- Dental insurance
- Disability insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift, Monday - Friday