Appeals Specialist

**Must be able to do:**

* Preparing written and oral submissions on behalf of Clients
* Researching laws and past judicial decisions
* Analyzing and organizing research and information
* Must be able to conduct a thorough Case Review and provide Appeal Opinion in a timely manner depending on the complexity of the case and the needs of the Client
* Liaise with Clients
* Ensuring that Appeal timeframes are met
* Some travel is required for this position

**Qualifications:**

* Must either be a licensed Paralegal or Lawyer recognized by the Law Society of Upper Canada (LSUC) and be in good standing.
* Must have at least 3-5 years work experience in a workers’ compensation claims management capacity either at WSIB (or a similar provincial workers’ compensation board – commission) or in an in-house capacity at a private company with corresponding knowledge of workers’ compensation statutes, policies and procedures.
* Must have prior experience representing at oral hearings;
	+ Superior Communication Skills – Written/Oral;
	+ Research and Investigative skills;
	+ Technological skills;
	+ Organizational skills;
	+ Ability to multi-task;
	+ Attention to detail;
	+ Ability to work independently.