



# VACANCY NOTICE

Applications are invited from suitably qualified persons for the position of **Assistant Manager (Case Manager) – Occupational Health and Safety Unit.**

## **Job Summary**

This position is responsible for coordinating appropriate cost efficient health care services with best medical practices thus enabling the claimant to reach the highest possible level of physical and mental functioning.

## **Responsibilities**

- Identify, assess and prioritize potential medical risks and liabilities and apply resources to minimize, monitor and control those risks and liabilities.
- Assess the physical and medical status of the critically injured claimant during hospitalization or while convalescing at home.
- Approve health care services within a specific time period.
- Prepare requests to be reviewed for specific medical services by NIB's Medical Officer.
- Participate in the utilization review and appeals process.
- Suggests systems and procedures to facilitate achieving objectives in areas of responsibility.
- Participate in cheque signing process.
- Initiate and facilitate communication between the healthcare Providers and the Claimants for proactive intervention in the care of the claimants.
- Participate in the verification process for claimants requiring medical care services.
- Participate in the after-hours verification rotation process for claimants requiring medical care services and other assistance.
- Coordinate with healthcare Providers, Employers and Claimants an action plan for the claimant's return to work.
- Positively influence others to achieve desired results.
- Enforce cost-reduction strategies and provide recommendations in the management of the claimant's care.
- Generate good will among customers, employees and other stakeholders of NIB.
- Assist with completing departmental reports.
- Effectively evaluates competencies of subordinates as assigned in order to develop and implement the appropriate Training & Development programs.
- Initiate and facilitate communication between the healthcare Providers and the Claimants for proactive intervention in the care of the claimants.
- Coordinate with healthcare Providers, employers and claimants an action plan for the claimant's return to work.
- Generate good will among customers, employees and other stakeholders of NIB.
- Handle complaints and provide resolution.
- Enforce cost-reduction strategies and recommend options in the management of claimant's care.
- Effectively evaluate competencies of subordinates in order to develop and implement the appropriate training and development programs.

## **Qualifications and Requirements**

- Bachelor of Arts Degree in Case Management or advance certification in a related discipline.
- Registered Professional nurse with well-rounded experience in medical case management including but not limited to rehabilitation, emergency critical care and health care administration (minimum 3 to 5 years of experience).
- Knowledgeable in the National Insurance (Benefits & Assistance) Regulations pertaining to Industrial Accidents.
- Knowledge in health Insurance and medical coding/billing practices.
- Effective interpersonal, communication and customer service skills.
- Must be computer literate with specific abilities in Microsoft Word and Excel.

## **Application**

Interested persons may apply by submitting a cover letter and resume, along with the necessary proof of qualifications to:

**Assistant Manager. Recruitment**  
**Talent Management & Capacity Development Department**  
**The National Insurance Board**  
**Clifford Darling Complex**  
**Nassau, Bahamas**  
or via email: [apply@nib-bahamas.com](mailto:apply@nib-bahamas.com)

**Application Deadline: July 19, 2019**