



EXTERNAL VACANCY NOTICE

Position: Assistant Manager (Nurse Case Manager)
Occupational Health and Safety Unit

Applications are invited from suitably qualified candidates for the position of Assistant Manager (Nurse Case Manager), Occupational Health and Safety Unit.

Job Summary

The Nurse Case Manager is responsible for coordinating appropriate cost efficient health care services with the best medical practice, thus enabling the claimant to reach the highest possible level of physical and mental functioning.

Responsibilities

1. Provide direction, control and leadership to employees, with direct responsibilities while monitoring and assessing performance, conduct, attendance and other related matters.
2. Identify, assess and prioritize potential risks and apply resources to minimize, monitor and control those risks.
3. Assess the physical and medical status of the critically injured claimant during hospitalization or while convalescing at home.
4. Prepare requests to be reviewed for specific medical services by the Medical Officer.
5. Participate in the utilization review and appeals process.
6. Initiate and facilitate communication between the healthcare Providers and the claimants for proactive intervention in the care of the claimants.
7. Participate in the Verification process for claimant's requiring Medical Care Services.
8. Participate in afterhours verification rotation process for claimants requiring medical care services and other assistance.
9. Coordinate with healthcare Providers, Employers and Claimants; an action plan for the claimant's return to work.
10. Enforce cost-reduction strategies and provide recommendations in the management of the claimant's care.
11. Assist with completing departmental reports.
12. Liaise with OHSU and other inter-departmental team members to review all claims being presented at the Appeals Tribunal.
13. Participate in the Appeals Tribunal meeting with the assigned OHSU Manager.

Qualifications and Requirements

1. Bachelor of Arts Degree in Health Care Management /Case Management or advance certification related discipline.
2. 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 5 years' experience).
3. Knowledgeable in the law (Benefits & Assistance Regulations) pertaining to Industrial Accidents.
4. Knowledgeable in health insurance and medical coding/billing practices.
5. Effective, interpersonal, communication and customer service skills.
6. Must be computer literate with specific abilities in Microsoft Word.

Application

Interested persons may apply by submitting a completed application form, along with the necessary proof of qualifications to:

Attn: Human Resources Department
The National Insurance Board
Clifford Darling Complex
Nassau, Bahamas

or via e-mail: apply@nib-bahamas.com

Application Deadline: December 3, 2025