

Open to the Public
Worker Advisor

Department of Economic Growth, Tourism and Culture
Location - Sherwood Business Centre, Charlottetown

Full-Time Temporary Position
(Commencing April/May, 2020 for Approximately One Year)

The Department of Economic Growth, Tourism and Culture encourage the development of an innovative, diverse and inclusive workforce which enables the organization to realize its goals. The purpose of this position is to provide information, advice and assistance to workers and their dependents in claims for compensation benefits from the Workers Compensation Board of Prince Edward Island. Duties include, but are not limited to:

- Providing workers with general information about the *Workers Compensation Act and regulations*, board policies and procedures, and advice on actions they should take when the Board denies their claim;
- Evaluating claims of workers to determine if they are receiving all of the benefits they are entitled to under the provisions of the Act;
- Conducting in-depth interviews with workers to identify issues related to claims, and to recommend appeal options;
- Assisting in identifying and gathering the evidence necessary to support a claim for benefits;
- Negotiating claims on behalf of injured workers with Board staff in an effort to gain approval of the claim;
- Preparing Request for Internal Reconsideration submissions on behalf of workers;
- Representing workers in hearings before the Workers Compensation Appeal Tribunal (WCAT);
- Representing workers before the PEI Court of Appeal, in cases where a final decision of WCAT is appealed on a question of law or jurisdiction;
- Managing the resources of the Office of the Worker Advisor to ensure it meets the program's mission and objectives;
- Developing and maintaining a data management system to maintain accurate and essential client information;
- Promoting the Office of the Worker Advisor through communication materials and group presentations;
- Other related duties as required.

Minimum Qualifications:

- Applicants must possess a law degree and be a practicing member of the Law Society of Prince Edward Island, or eligible for practicing membership;
- Must have experience in the interpretation of the *Workers Compensation Act and Regulations, Occupational Health and Safety Act and Regulations*, legal and court procedures, administrative and common law principles staff; and presenting cases before administrative tribunals or court;
- Must have extensive experience dealing with professional and legal staff;
- Strong oral and written communication skills;
- Excellent research and mediation skills;
- Knowledge of medical terminology as it pertains to injuries;
- Must have a valid driver's license and access to a reliable vehicle;
- The successful applicant will be required to provide proof of an acceptable criminal records check and a vulnerable sector check prior to commencing employment.

Other Qualifications:

- Bilingualism (French and English) will be considered an asset.
- Additional relevant education and experience will be considered an asset.

Preference will be given to UPSE Civil Employees as per the UPSE Civil Collective Agreement.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Salary Range: \$33.32 - \$41.66 per hour (Level 19)
Bi-Weekly Hours: 75.0 hours bi-weekly
Posting ID: 140473-0220ECTO
Closing Date: Tuesday, March 3 ,2020 5:00 p.m.

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.gov.pe.ca/jobs. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.