



Come build your career with the Montana Municipal Interlocal Authority (MMIA) as our next Workers' Compensation Claims Examiner. Based in Helena Montana, MMIA is a Risk Retention Pool serving the cities and towns in Montana. With a staff of approximately 30 employees, MMIA is a tight-knit group who provide Workers' Compensation coverage, Liability/Property coverage, Risk Management services, and Employee Benefits to the cities and towns in Montana. The cities and towns of Montana are also the owners of MMIA. To learn more, visit our website [HERE](#).

MMIA provides competitive salaries that may include one or more of the following:

- Yearly cost-of-living increases
- Merit pay increases
- Career ladder advancement
- Generous leave and benefits package
- Tuition reimbursement
- Onsite/offsite training to enhance job and management-related skills
- As a public entity, MMIA employees may be eligible for federal student loan forgiveness, depending on individual loan qualifications.

MMIA Workers Compensation (WC) Claims Examiners are self-starting, mission-driven, and community minded individuals. We value innovation and work to create a collaborative culture where employees are valued and encouraged to share ideas. Employees often work together and there is an emphasis on brainstorming, feedback, innovation of processes, and claims discussions. The successful candidate will perform all aspects of the Workers' Compensation process.

Duties will include, but are not limited to:

- Establish relationships with MMIA Members and working closely with them on return-to-work options during the claims process.
- Adjusting claims in accordance with the Montana Workers' Compensation Act
- Ensuring claim files are updated and maintained in accordance with the established MMIA's Claims Handling Processes and Adjusting Guidelines.
- Monitoring claims: this includes contacting the claimant and member, ensuring receipt of required written medical documentation, following up on medical releases, calculating wage loss benefits and establishing claims reserves.
- Consults with and oversees medical case management or rehabilitation providers as necessary ensuring the timely adjudication of a claim.
- Negotiating settlements provided within the guidelines and spending authority established by the MMIA Board of Directors.
- Develops and conducts workers compensation training presentations to a variety of audiences.
- Occasional travel is required.



Competencies required for completing duties are typically acquired with the following minimum education and experience:

Bachelor's degree in business, public administration, risk management/safety or closely related field AND one (1) year of worker's compensation adjusting experience OR equivalency of education and/or experience equal to five (5) years (example HS Diploma/GED and 5 years of examining experience).

Training assignments will be considered for applicants new to the Work Comp position. MMIA is committed to helping our employees develop their futures by providing opportunities to share knowledge, collaborate on projects, and power their growth.

The successful applicant must be a Montana resident when employment begins.

Career Ladder

This position is part of a formal Career Ladder which allows the opportunity for advancement and pay increases based on obtaining certifications and meeting specific job-related goals. An examiner new to MMIA, will begin at either a WC Examiner Trainee or WC Examiner I and progress through Examiner II and finally to a Senior Examiner.

- WC Claims Examiner I position has a starting wage that ranges from \$60,826 to \$67,983 DOE
- WC Claims Examiner II position has a starting wage that ranges from \$68,100 to \$76,112 DOE
- Applicants not meeting these minimum requirements may be considered for a training assignment and may start at a lower training wage if selected for the position.

Please email your resumé and cover letter to Derrek Shepherd at the contact information below or submit your resumé through the Indeed job posting.

First review of applications will occur on August 14, 2023.

Questions? Contact Derrek Shepherd, HR Consultant at dshepherd@mmia.net or 406-495-7017.