



King County

VETS 4 HIRE



Veteran Fellow Learning Opportunity

Workers Compensation – Veteran Fellow (24 hr./wk.)

King County Department of Human Resources

SUMMARY

Apply your administrative and database skills as you learn about and gain experience in the workers compensation field. You will learn and be involved in investigation and adjudication practices of industrial injury claims, HIPAA compliance and LEAN process improvements. After an initial onboarding period, this part-time position will work onsite at King County's [Chinook Building](#) on Mondays, Wednesdays, and Fridays. The duration of this experience is six months with a possible extension.

Projected start date: July/August 2022

TO APPLY: Submit an application to the [Vets 4 HIRE Veteran Fellow – Various Fields job posting](#) AND include a cover letter which:

- Describes your interest in this fellowship opportunity.
- Explains how you meet the qualifications listed for this opportunity to include details of any experience or education as related to this opportunity.
- Explains how this opportunity supports your future career goals.

JOB DUTIES AND LEARNING OBJECTIVES

Applying equity and social justice principles is a daily responsibility and a foundational expectation for all King County employees. In this role you will apply equity and social justice principles that exemplify shared values, behaviors, and practices to all aspects of the work.

JOB DUTIES TO PROMOTE LEARNING:

- Review, process and adjust medical invoices.
- Open a case file for incoming claims ensuring that the appropriate forms have been received and technical and legal requirements are met.
- Enter incidents and claims data filed by King County employees into computerized database
- Communicate with the Washington State Department of Labor and Industries on closures.
- Create and update credentials for vendors to electronically transmit medical and billing correspondence
- Create and update forms using Word and Adobe Acrobat Pro.
- Draft correspondence to identify options to offset disability benefits
- Maintain and ensure confidentiality of sensitive information in all forms (written, verbal and electronic)

LEARNING OBJECTIVES:

- Learn LEAN and implement small scale process and program improvements
- Develop business writing, editing, communication and collaboration skills in a government setting
- Learn basics of the Washington State Department of Labor and Industries workers' compensation
- Learn medical and legal terminology, practice and procedures
- Learn investigation and adjudication practices of industrial injury claims
- Learn how to create basic file structure within electronic files
- Learn about HIPAA compliance and obtain experience following HIPAA rules
- Enhance skills with basic office technology, various software and office equipment
- Enhance customer service skills, telephone and email etiquette
 - Tone, volume, communication (listening, restating, interpreting, inc.)

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE & SKILLS

In addition to the qualifications described in the [current job posting](#), which are required for all Veteran Fellow positions, this Veteran Fellow opportunity also seeks:

- Experience with Microsoft Office 2010 and/or newer, especially Outlook, Word and Excel
- Organizational skills and attention to detail
- Capable of working independently in a busy work environment and cooperatively with a variety of individuals.
- Demonstrated ability to follow oral and written instructions, guidelines and processes.
- Knowledge of English language (proper grammar, usage and spelling)
- Oral and written communications skills
- Problem-solving and analytical skills
- Interpersonal skills
- Skill in the use of a personal computer and word-processing and data-management software
- Curiosity and desire to learn new systems and processes
- Customer support skills
- Ability to learn how to troubleshoot complex issues
- Ability to create short documents on processes or instructions
- Ability to update spreadsheets and complete paperwork

It would be nice if you also possess one or more of the following, but not required:

- Knowledge of Washington State Industrial Insurance laws and regulations
- Knowledge of medical and legal terminology, practice and procedures
- Knowledge of investigation and adjudication practices of industrial injury claims

SUPPLEMENTAL INFORMATION

WORK LOCATION and HOURS

This experience will be 24 hours/week, and after an initial on-boarding process, will work onsite Mondays, Wednesdays and Fridays at King County's [Chinook Building](#) in Seattle. The duration of this experience is six months with a possible extension up to a maximum of one year.

COVID-19 VACCINATION REQUIREMENT

King County Executive Branch employees must be fully vaccinated against COVID-19. As a condition of employment, prior to a final offer of employment, you will be required to:

- submit proof of vaccination, or
- have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

The Executive Branch includes employees in the Executive branch, the Assessor's Office, Elections, the King County Sheriff's Office, and the Executive Office.

COMPENSATION and BENEFITS

COMPENSATION: (Is based on highest military rank held OR education level.)

- Veteran Fellow I - \$18.58 - \$23.56 - High School graduate; or pursuing BA; or enlisted grade E1 – E3



- Veteran Fellow II - \$20.92 - \$26.52 - Possess BA; or pursuing Masters; or enlisted grade E4 – E6
- Veteran Fellow III - \$26.53 - \$33.62 - Completed Masters or Officer rank, or enlisted grade E7 – E9

BENEFITS

- .025 hours of sick leave accruals for each hour worked
- Medical, dental, and vision benefits (for the veteran and their qualifying dependents) for positions that are projected to work 30 or more hours per week (not available to positions projected to work less than 30 hours per week)
- ORCA bus pass
- Please note, veteran fellow positions **are not** eligible for vacation leave, holiday pay, or retirement programs

ADDITIONAL INFORMATION

- All Veteran Fellow participants will work jointly with their supervisor to develop an Individual Development Plan to clarify, regularly discuss, and jointly shape the participant's fellowship experience for mutual benefit.
- The Vets 4 HIRE Program Manager facilitates a monthly group meeting with Veteran Fellows as a way to connect with one another, share tips on different topics, and build comradery. Guest speakers will be brought in periodically.
- Veteran Fellows are encouraged to participate in King County's [Veterans and Military Affinity Group](#) to network with other employees at King County who have served or are currently serving in the National Guard or Reserve.
- Veteran Fellows are encouraged to participate in King County's [Mentorship Program](#).
- The Vets 4 HIRE Program Manager will meet individually with participants to learn more about their career goals and provide one-one coaching on how to effectively apply and interview for other positions at King County.



King County

Veterans, Seniors & Human Services Levy

The Vets 4 HIRE Program is funded in part by the Veterans, Seniors and Human Services Levy (VSHSL). The VSHSL promotes healthy living, financial stability, social engagement, housing stability and service system access for veterans, seniors, and vulnerable populations.

