



## Join our Team!

**Job Title:** Workers' Compensation Coordinator  
**Department:** Human Resources  
**Reports To:** Human Resources Manager  
**Date of Opening:** Immediately

**Our Company:** We are an established Company with operations in Brawley, Coachella, Salinas Valley, and Napa, California, and Yuma, Arizona. We pride ourselves with providing agricultural labor, custom harvesting, and operational support to our customers with an emphasis of enhancing value to our farmers' all while maintaining safety, quality, and innovation in mind. Our team is incredibly dedicated, pioneering, abides by integrity and is our Company's number one asset.

**Deadline to Apply:** All applications will be considered as received. The position will be filled based on the candidate's qualifications and experience.

### Your Role:

The Workers' Compensation Coordinator will be responsible for promoting a safety-first culture, administering workers' compensation claims, analyzing loss trends, and mitigating risk.

### Your Impact:

- Collaborate with Management regarding preventing workplace injuries and mitigating risk.
- Maintain Management aware of workplace injuries, accommodations, and restrictions, opportunities, challenges, and trends.
- Collaborate with Human Resources and Safety Managers in the development and maintaining of an effective Back to Work Program, injury prevention materials, job descriptions, and safety and workers compensation policies and procedures.
- Create and nurture a professional working relationship with all safety stakeholders (i.e., Forepersons, Management, Safety Coordinators, HR Generalists, TPA, Physicians, and Attorneys).
- Provide training at different Company job sites to forepersons, supervisors, and managers regarding injury prevention and risk management.
- Follow up accordingly with TPA, employee, Manager, physician, and attorney on open claims to ensure compliance with claim guidelines, including initial claim handling, investigation, medical treatment, and overall claim management.
- Ensure compliance to applicable laws and regulations while maintaining a high level of customer service and confidentiality.
- Maintain OSHA injury/illness records (300A, 300, 301).
- Collect and provide mandatory injury and Illness data.
- Analyze claims and loss control data to identify risk tendencies and prevention.
- Make fee structure recommendations to Senior Management that ensures quality and cost effectiveness.
- Participate in settlement negotiations, carrier sponsored loss control meetings and committees.
- Collaborate with HR Coordinator regarding employees on Workers' Compensation to determine FMLA, if applicable.
- Visit and observe Company operations and environments, including, office, field, shop, etc.
- Performs other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Your Qualifications**

- Strong verbal and written communication skills.
- Strong interpersonal, negotiation, and conflict resolution skills.
- Strong organizational skills and attention to detail.
- Strong time management skills with a proven ability to multi-task and meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- In depth knowledge of Workers Compensation, labor law and ADA laws required.
- Proven collaboration with workers compensation stakeholders.
- Proficient with Microsoft Office Suite.
- Proficiency with or the ability to quickly learn the Company's HRMS and Workers Compensation applications.
- Current drivers license.

### **Your Education and Experience**

- At minimum, an Associate Degree in Human Resources, Environmental Health and Safety or a related field, required.
- At least 3 years of workers' compensation and safety experience in agriculture preferred, that would provide the level of knowledge and ability required for the position.

### **Your Language Skills**

- Must have the ability to communicate effectively and a professional manner with all Company employees, including general labor, administrative, supervisory and management employees and external stakeholders.
- Must be bilingual and biliterate in English and Spanish.

### **Your Mathematical Skills**

- Must have the ability to add, subtract, multiply, and divide; apply concepts of basic algebra; and interpret graphs, charts, and tables.

### **Other**

- Travel required, about 30%.
- Requires working outside normal business hours and weekends.

### **Physical Requirements and Work Environment**

- Prolonged periods of sitting at a desk and working on a computer.
- Light to moderate lifting (up to 40 pounds).
- Reaching, stooping, pulling, pushing and manual dexterity.
- Operating a computer, calculator, copier, and typewriter involves repetitive hand arm movement.
- Must be able to visit all Company departments and environments, including, office, field, shop, etc.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Must be able to handle multi-tasks and work in a fast-paced environment with frequent interruptions.
- Must be able to interact politely with outside customers and vendors.
- Communication with other staff members involves making contact orally, via the telephone, electronic email or in person.

For additional information or to submit your resume, send an email to: [careers@foothillpacking.com](mailto:careers@foothillpacking.com)