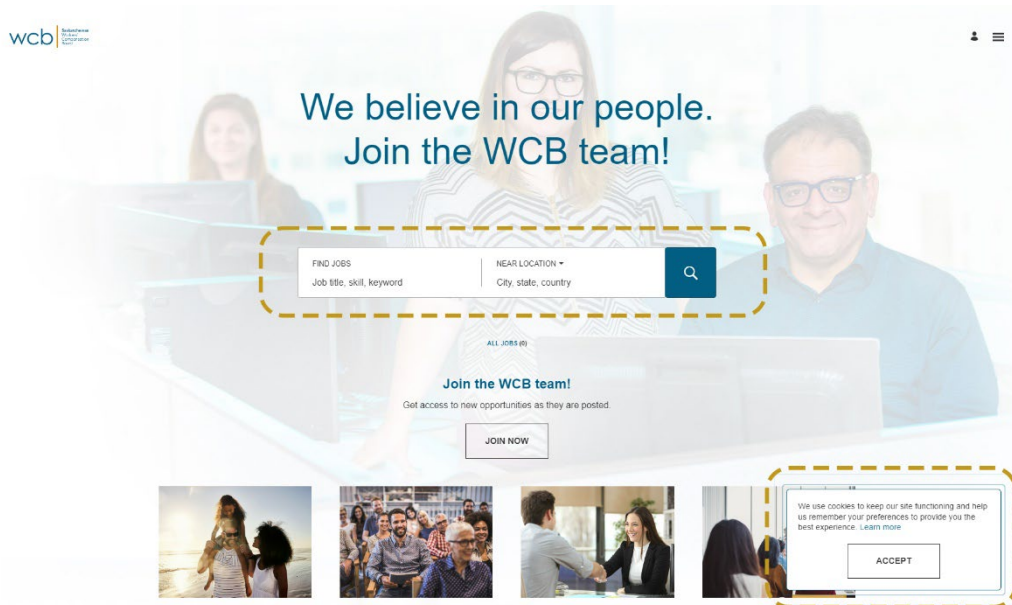




How to apply for a job with the Saskatchewan Workers' Compensation Board (WCB)

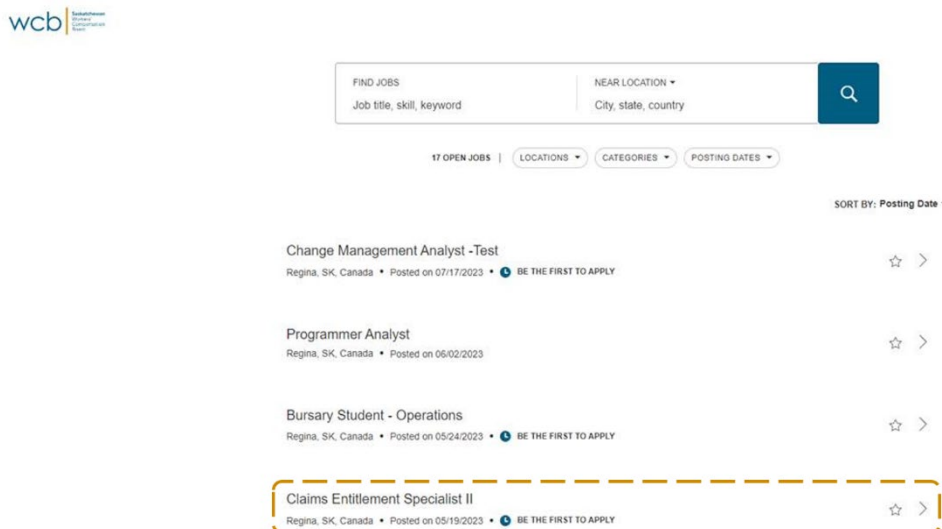
Begin a search for a job at the WCB by **using the search feature** found on the landing page.



You can **search using a job title, skill, keyword or location**. You can also see a listing of all the available jobs by clicking on the **magnifying glass** at the end of the search box.

Accept the cookies prompt at the bottom of the screen.

Once you have refined your search and viewed the list of jobs available, click on **the job title** in the listing to see a job description.



View the complete job description. Read the **job description** carefully, noting the requirements of the job. If interested and qualified, click on **“Apply Now.”**

Claims Entitlement Specialist II

Regina, SK, Canada

BE THE FIRST TO APPLY

JOB DESCRIPTION

Enter all text here-description section

ABOUT US

Workers' compensation insurance is a provincial responsibility. Each Canadian province and territory has its own workers' compensation legislation.

The Saskatchewan Workers' Compensation Board (WCB) operates like an insurance company. We provide guaranteed benefits and programs to injured workers in industries covered by The Workers' Compensation Act, 2013 and we protect registered employers from lawsuits when a workplace injury happens.

The Saskatchewan WCB was established in 1911 because of a historic compromise between Saskatchewan workers and employers. Under that compromise, workers injured on the job in covered industries do not have to pay for the benefits they receive or sue their employers to get them. Costs are paid entirely by Saskatchewan employers in covered industries. This is referred to as a no-fault insurance system, also referred to as the compensation system.

The WCB's vision is to eliminate injuries and restore abilities. This is the fundamental driver of all that we do on behalf of our customers – the workers and employers of the province. The WCB is governed by The Workers' Compensation Act, 2013.

ABOUT THE TEAM

The claims entitlement unit determines the initial claim acceptability, and eligibility for benefits and comprises claims entitlement specialists and customer care facilitators. Customer care facilitators adjudicate claims which may be more complex to assess for acceptability. Claims entitlement provides early recovery and return to work support. They contribute to developing a positive and collaborative relationship with our customers that fosters early communication.

APPLY NOW

You can begin the process without an account. You will need to enter an **email address**, agree to the **terms and conditions** and click **“Next.”**

Claims Entitlement Specialist II

You don't need to have an account

Get started right away by simply using your email. Your profile will be created and kept up to date automatically as you enter details for each of your job applications.

Email Address *

I agree with the terms and conditions *

CANCEL

NEXT >

The application will open. When completing the application, **note the required fields** (with a red asterisk). **You must complete these fields** before moving to the next area of the form.

CONTACT INFORMATION
Please enter your contact information.

Title

First Name *

Preferred Name

Middle Name

Last Name *

Previous Last Name

Email Address

The section “**Application Questions**” includes questions relevant to the position needing completion. An important question to answer in this section is whether your education is **relevant to the position** posted. Once this section is complete, click “**Next**” to continue.

APPLICATION QUESTIONS
Please answer the following questions.

Which location are you interested in working in? *

This info is required.

How many years of relevant experience do you have? *

What education do you have relevant to the position qualifications? *

Saskatchewan Workers' Compensation Board welcomes applications from internationally trained and educated workers. All educational requirements listed in our job postings are for education awarded by Canadian educational institutions. If your education is from outside of Canada, you will need to include with your application confirmation of your Educational Credential Assessment (ECA).

The Educational Credential Assessment (ECA) assesses international educational credentials and compares them to educational standards in Canada. Specific educational requirements may not be required for this specific job, however it is important to have on file should you change positions within the company.

Failure to include your ECA will result in an incomplete application.

For questions regarding WCB's educational requirements, please contact employment@wcbtask.com.

Was your education applicable to this position awarded in Canada? *

The “**Education and Experience**” section of the application is now displayed. Click on “**Add Education**” to add more details about your education.

Claims Entitlement Specialist II 3 / 4

EDUCATION
Please provide details about your education.

ADD EDUCATION

EXPERIENCE
Please provide details about your work experience.

ADD EXPERIENCE

← BACK NEXT →

The “**Add Education**” portion of the form is now displayed. Red asterisks indicate the required fields. When you have filled out the education fields, click “**Done.**” **Next**, click “**Add Education**” to add multiple degrees or certificates you have obtained and enter the details for each educational addition. Click “**Done**” when you have documented all your education.

Add Education

Degree *
▼

Major *

School Name

End Date
Month | Year

Status *
▼

Description

REMOVE DONE

You will be returned to the **“Education and Experience”** opening screen. Click **“Add Experience”** to add more details about your work experience.

Claims Entitlement Specialist II 3 / 4

EDUCATION
Please provide details about your education.

ADD EDUCATION

EXPERIENCE
Please provide details about your work experience.

ADD EXPERIENCE

← BACK NEXT →

The **“Add Work History”** portion of the form is now displayed. Red asterisks indicate the required fields. You can add multiple work histories by entering the required information, clicking **“Done,”** and then clicking **“Add Experience”** for each experience you want to add. Click **“Done”** when you have documented all your experiences.

Add Work History

Employer Name *

Job Title *

Start Date
Months Year

End Date
Months Year

Current Job

Employer Country

Employer City

Reason for Leaving

REMOVE DONE

The **“Supporting Documents and URLs”** section of the application is now displayed. You may add further documentation to support your application. **Please note that an updated resume is required.** You may also submit documentation providing evidence of relevant licenses and certificates to the **“Licenses and Certificates”** area and upload documents such as transcripts, educational equivalency verification or writing samples in the **“Miscellaneous Documents”** area.

The screenshot displays three distinct sections of the application interface, each enclosed in a dashed yellow border:

- SUPPORTING DOCUMENTS AND URLS**: This section is titled "Please add any additional documents or URLs". It contains two side-by-side upload areas. The left area is for a resume, with the text "DROP RESUME HERE" and "or" above the "UPLOAD RESUME" button. The right area is for a cover letter, with the text "DROP COVER LETTER HERE" and "or" above the "ADD COVER LETTER" button. Below these areas is a "LINK 1" text input field and a "+ Add Another Link" button.
- LICENSES AND CERTIFICATES**: This section is titled "Please provide details about your licenses and certificates". It features a single "ADD LICENSE" button.
- MISCELLANEOUS DOCUMENTS**: This section is titled "Add any additional documents". It contains a single upload area with the text "DROP ATTACHMENT HERE" and "or" above the "UPLOAD ATTACHMENT" button.

Once you submit your supporting documents and URLs, a “**Workplace Profile**” is displayed. This section is completely voluntary and the response is stored separately from your application profile. If you choose not to complete this section, scroll down to continue.

WORKFORCE PROFILE VOLUNTARY DECLARATION

The WCB is committed to a workforce that is representative of the people in our province. We value diversity and inclusion, and are dedicated to fostering an environment that is welcoming to all individuals. We are making efforts to achieve a workforce that is more representative of the population we serve. This information is used to compile statistical data about the representation of staff within four designated groups for the purposes of aligning our initiatives related to attraction, retention, and engagement of equity members. The information gathered from these questions is kept private and confidential and is stored separately within Human Resources. Although not mandatory, we encourage you to complete these questions. Once again, thank you for your participation. For a more detailed description of our terms, please visit: www.wcb.sask.com/docs/diversitydescriptions. Based on the definitions provided in the link above:

To which gender do you most identify?

Do you identify as Aboriginal or Indigenous?

Do you consider yourself to be a person with a disability?

Do you identify as a member of a visible minority group?

If you select “I agree to receive updates about new job opportunities” or “I agree to receive marketing communications,” the system will notify you by email of other competitions when they are posted that match your preferences. The system will not notify you of future opportunities if you do not select these boxes.

- I agree to receive updates about new job opportunities.
- I agree to receive marketing communications

Enter your e-signature by typing in your full name. Click “**Submit**” for the application to be completed and considered.

E-SIGNATURE

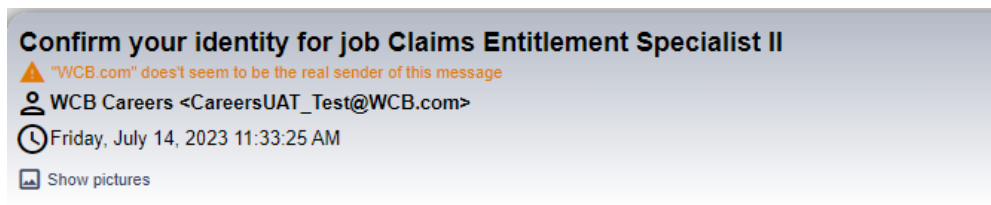
The foregoing statements are correct to the best of my knowledge. I understand that any misrepresentation or omission may disqualify me from employment or be the cause for my dismissal. If hired, I agree to abide by all rules and regulations of the Saskatchewan Workers' Compensation Board.

Full Name *

◀ BACK

SUBMIT ▶

Once you submit, the system will prompt you to confirm your identity. The system checks the email address you used to initiate the application process for a verification code to complete your application. **Please note that the system can only receive your application once you verify your identity.** The email to confirm your identity will look like this:



[View in Browser](#)

Hello Testing,

Please confirm your identity so that we may consider your job application for the Claims Entitlement Specialist II position with the Saskatchewan Workers' Compensation Board (WCB).

Confirm your identity using this one-time passcode: 258500.

The passcode expires in 10 minutes.

If you want to manage your profile and application, please visit your candidate self-service page.

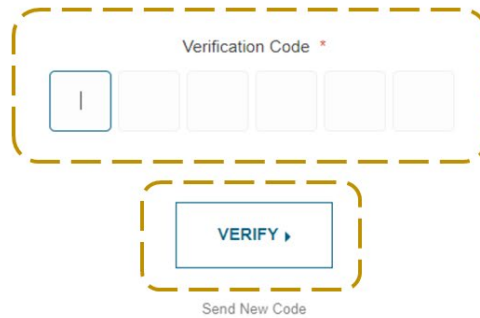
Sincerely,
WCB staffing team

Please notify us if you received this message in error and it was not intended for you.

Enter the verification code from your email and click “**Verify.**”

Confirm Your Identity

The verification code was sent to this email address: _____ When you get the code, type the code into the field to confirm your identity and complete your job application. Note that it may take some time before you receive the code.



The form consists of a dashed yellow border containing a label 'Verification Code *' above six input fields. The first field contains a vertical bar '|'. Below the input fields is a 'VERIFY' button with a right-pointing arrow. Below the button is a 'Send New Code' link.

After verifying your identity, you will receive an email confirmation that your application has been received.

Your recent job application for the Claims Entitlement Specialist II position with the Saskatchewan Workers' Compensation Board (...)

▲ "WCB.com" doesn't seem to be the real sender of this message

👤 WCB Careers <CareersUAT_Test@WCB.com>

🕒 Friday, July 14, 2023 11:34:35 AM

🖼️ Show pictures

[View in Browser](#)

Hello

Thank you for your interest in joining the WCB.

We received your application for the Claims Entitlement Specialist II position. We will review your qualifications, and if your skills and experience match our requirements, a WCB staffing team member will contact you.

Thank you,
WCB staffing team

This is an automatically generated message. Please do not reply directly to this email.

You will also be able to go into your account and see your profile page, which displays a list of active job applications you have submitted and the status of each application.

Home | Profile



MY APPLICATIONS INFO AND ALERTS

ACTIVE JOB APPLICATIONS

Claims Entitlement Specialist II Regina, SK, Canada	Status: Under Consideration
--	-----------------------------

Saskatchewan WCB Careers | Saskatchewan Workers' Compensation Board • 4 • Applied on 07/14/2023

You are able to apply for more positions that are of interest. If you review the list of available positions, it will show you opportunities you have already applied to. You cannot apply more than once for the same vacancy.



FIND JOBS Job title, skill, keyword	NEAR LOCATION City, state, country	
--	---------------------------------------	--

17 OPEN JOBS | LOCATIONS CATEGORIES POSTING DATES

SORT BY: Posting Date

- Change Management Analyst -Test
Regina, SK, Canada • Posted on 07/17/2023 • BE THE FIRST TO APPLY
- Programmer Analyst
Regina, SK, Canada • Posted on 06/02/2023
- Bursary Student - Operations
Regina, SK, Canada • Posted on 05/24/2023 • BE THE FIRST TO APPLY
- Claims Entitlement Specialist II **ALREADY APPLIED**
Regina, SK, Canada • Posted on 05/19/2023