

Job Title	Ombudsman Associate (3 positions)
Employer/ Agency	Office of Injured Employee Counsel
Job Description	The Ombudsman Associate performs workers' compensation claims work and is responsible for assisting, educating, and advocating for injured workers throughout the dispute resolution process. Work involves reviewing claims for benefits, studying case histories, gathering and evaluating information including medical records, reporting and referring complaints, and referring for financial assistance and other appropriate services. Assists injured workers in completing forms; tracks and provides information on claim status as appropriate.
Qualifications	Graduation from an accredited four-year college or university. One year full-time experience in the field of one or more of the following: claims management, insurance, healthcare, social work, workers compensation, including assisting the public; handling and solving problems. Considerable working knowledge of medical terminology, rehabilitation, and people with disabilities. Considerable skill in report writing and records maintenance principles and practices. Considerable skill in interpreting, explaining laws or regulations. Considerable skill using a computer for data entry and retrieval
Salary/Hours	\$3,050.00/month. Hours are Monday – Friday 8:00am – 5:00pm.
Employer/Agency	Office of Injured Employee Counsel
Address	5425 Polk Street, Suite 130 Houston, Texas 77023 and/or 350 N. Sam Houston Parkway East Suite 110 Houston, Texas 77060
City, State, Zip	Job Postings are in our Houston East and Houston West offices at the above address.
Contact Person	Catherine Waltman
Contact Title	Staff Services Officer
Telephone Number	512.804.4190
Fax Number	512.804.4181
Email Address	Catherine.Waltman@oiec.texas.gov
Application Method	A State of Texas application MUST be submitted in order to be considered. Applications can be emailed or faxed. Resumes may be attached to the completed application
Opening Date	A complete job posting is on agency website at: http://www.oiec.texas.gov/

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.