

A CAREER
INSPIRING

WORK



SMART

HEALTH CARE SERVICES ANALYST

Under the direction of the program manager, Health Care Services, the health care services analyst is responsible for: working with internal clients and external providers to gather, analyze, and report on information relating to payments for health care and related goods and services; identifying and assessing payment issues and needs; administering evaluation methods and instruments to meet quality assessment needs; analyzing and reporting on findings and providing recommendations and assistance to managers as required.

As a qualified candidate, you're able to:

- independently coordinate, prioritize, monitor, and complete a high volume multi-task caseload to meet agreed upon deadlines within an environment of frequent interruptions
- develop materials and present in a group setting to facilitate discussions and develop solutions
- anticipate and recognize problems, gather and analyze relevant information, identify alternatives and apply sound judgment in decision making to resolve problems through development and implementation of action plans, in a timely manner

You possess the following skills and qualifications:

- A diploma in Social Sciences or Business Administration
- Specialist knowledge of health care services policies and procedures

- General knowledge of business concepts as evidenced by post-secondary education
- Working knowledge of computer software, for example MS Word, Excel and Access

An equivalent combination of education and experience will be considered.

Balance and wellness. As a leader in promoting healthy and safe workplaces, WorkSafeBC believes the health and wellness of our employees depends on a solid work-life balance. As a member of our staff, you'll have access to services that can help you get the most out of work... and life.

- **Health and fitness:** We offer many ways for you to keep healthy and fit. Our Richmond office includes a fitness program offering equipment and classes, and staff outside Richmond is reimbursed the cost of gym memberships.
- **Self-funded leave:** Contribute 20 percent of your salary annually for four years, then take the fifth year off and use your accumulated funds.
- **Earned Time Off:** Start with three weeks vacation, plus the ability to add another 13 days off.
- **Care and nurturing:** Take leave in one or more periods to a maximum of five years for the care and nurturing of your children.

More information on this position and how to apply is available at www.worksafebc.com/careers.

OPPORTUNITIES AT worksafebc.com

WORK SAFE BC

WORKING TO MAKE A DIFFERENCE