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| POSITION TITLE: | Auxiliary Summer Student | POSITION NUMBER(S): | 76971 and 76982 |
| DIVISION: | Ministry of Labour | | |
| UNIT: | Workers' Compensation Appeal Tribunal | CLASSIFICATION: | CL R9 |
| | | LOCATION: | Richmond |

Program

The Workers' Compensation Appeal Tribunal (WCAT) is an independent, quasi-judicial tribunal established under Part 7 of the *Workers Compensation Act* (the Act).

WCAT's mandate is to decide appeals brought by workers and employers from decisions of the Workers' Compensation Board, operating as WorkSafeBC. WCAT decides compensation, assessment, and occupational health and safety appeals from decisions of the Review Division of WorkSafeBC. WCAT also decides direct appeals from WorkSafeBC decisions regarding prohibited action appeals, and compensation claim reopenings by application, as well as applications for certificates to the court.

Specific Accountabilities / Deliverables

Employee Services (ES)

- Convert paper files to electronic files and organize according to records management systems
- Update ES electronic files using ES filing template
- Update records and documents
- Spreadsheet development and maintenance
- Other related projects

Finance and Facilities

- Organize travel supplies and equipment
- Organize storage rooms
 - Categorize and label office supplies
- Prepare items for asset disposal and recycling
- Develop and update tracking sheet for furniture and asset tracking
- Update floor plan with names, assets, equipment, data drops, fan coils

Systems/Information Technology (IT)

- Organize IT room
- Prepare surplus items for asset disposal
- Inventory counts and asset tracking sheet reconciliation

Job Requirements

- Currently enrolled in a post-secondary (college or university) program
- Experience in keyboarding, word processing and standard computer applications (ie. MS Office – Word, Excel, Outlook)

Behavioral Competencies

- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.
- **Teamwork and Cooperation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.
- **Self-Discovery and Awareness** means understanding one's thoughts, feelings, values and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour—and then intentionally seeking a way forward that positively impacts the interaction and relationship. It means maintaining new ways of thinking and acting when situations become difficult or uncertain, or in times of urgency.