

Crime Victim Case Manager

[Idaho Industrial Commission](#)

Open for Recruitment: July 9, 2015 – July 25, 2015

Announcement # 08922070780

Salary Range: Approx. \$37,200.00 Annually, DOE [-Plus Competitive Benefits!](#)

Location(s): Boise

This position requires the ability to deal with violent and sexually explicit crime victim subject matter and the ability to travel statewide 10% of the time. The usual mode of travel is to use a state furnished automobile with the requirement to have a valid driver's license.

A Criminal background check must be completed prior to appointment with the Idaho Industrial Commission.

Responsibilities:

Determines eligibility and manages cases to assure proper delivery of treatment and services for claims filed under the Crime Victims Compensation Act.

- Reviews law enforcement, medical provider and other social service reports to evaluate critical issues and determines if applicants are victims of criminal conduct and eligible for compensation.
- Requests information and conducts interviews with law enforcement officers, prosecutors, claimants, and witnesses to summarize findings of fact and conclusions of law and determine compensation benefits.
- Determines eligibility and recommends benefits award for medical, counseling, funeral, and disability benefits.
- Determines necessity and reasonableness for independent medical evaluations and treatment.
- Calculates wage loss compensation benefits, verifies claimant's potential collateral resources, and identifies potential reimbursement from insurance companies and third-party providers for services rendered.
- Maintains case notes and action files, and monitors victim's expenditures related to the claim to justify continued eligibility.
- Conducts group training to those interested on the Crime Victims Compensation Program.

EXAMINATION: Rating of education and experience. You will receive a score based on your answers to the exam. A minimum score of **63** is required to pass this exam. Notification of your test results will be available online when the exam review process has been completed. Applicants who do not apply online will receive written notification.

All answers to the questions on the checklist must be supported in the resume or work history portion of your application.

TO APPLY: [click here](#) and follow the instructions provided to complete the Application Information

and Exam for this position.

When updating your online application information, please select: Idaho Industrial Commission under "Agencies"; full-time employment under "Job Type/Shift"; and Boise under "Cities". Without this information, your name cannot be referred to the hiring agency.

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.