

BENEFITS COORDINATOR Checklist

BENEFITS COORDINATOR:

The Benefits Coordinator (Human Resources) works with the IAFF Liaison and other benefit related organizations. The benefits coordinator is responsible for:

- Filing workers compensation claims and related paperwork.
- Presenting information on all benefits available to the family.
- Documenting inquiries and interests in public donations to the family and establishing a mechanism for the receipt of such contributions, as appropriate.
- Preparing all documentation of benefits and payments due to survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments and the name of a contact person or facilitator at each benefit or payment office.
- Filing all benefits paperwork and maintaining contact with the family in order to ensure that benefits are being received. A copy of benefits documentation should be provided to all survivors affected and explained to each of them.
- Advising the surviving family of the role of fire associations and organizations and the nature of support programs that they sponsor for firefighter survivors.
- Obtain approximately 20 copies of the death certificate for benefit purposes

See Appendix B for list of possible benefits