

JOB OPPORTUNITY NOTICE

Return to Work Coordinator

PASS Grade 4 \$67,221 to \$75,658

Reporting to the Manager of Employee Support and Wellness, the incumbent will manage absences and disability/illness claims within Hamilton-Wentworth District School Board. This role employs best practice principles in disability case management, early intervention, safe return to work and workplace accommodation to work in partnership with employees, supervisory staff and union representatives.

Duties include but are not limited to:

- Collaborate with employees, union representatives, supervisory staff, insurance carriers and health care providers in their proactive and confidential management of occupational (WSIB) and non-occupational absences
- Create and manage modified work plans to ensure timely and legal intervention and protect the interests of the Board
- Contribute in the development and assist in the facilitation of instructional programs and training materials in support of injury prevention, Return to Work and Duty to Accommodate to various stakeholders
- Support the implementation of employee support and wellness programs and initiatives and administer processes through data analysis, records keeping and support of frontline staff
- Track and identify workplace trends and assist in the effective implementation of programs to address trends

Academic Qualifications:

- Completion of post-secondary education in a related field including Human Resources or Labour Relations
- Disability Management certificate or diploma, preferably a Certified Disability Management Professional (CDMP) designation from the National Institute of Disability Management and Research

Demonstrated Knowledge, Skills and Work Experience related to the following:

- Strong disability case management skills including:

- Assessing employee's fitness to work and the assignment of appropriate work restrictions;
- Coordinate and liaise with School Administrators, Human Resources staff, Employees, WSIB, Unions and Insurance Companies to ensure safe and early return to work, transitional work, and permanent accommodations utilizing the principles of effective disability management
- Minimum three years of experience working with WSIB and providing worker compensation claims management
- Proven experience managing mental health claims
- Demonstrated experience in developing, implementing and monitoring return to work and accommodation programs
- Demonstrated experience interpreting relevant employment and disability policy, procedure, legislation and regulations including Duty to Accommodate, WSIB Act, Employment Standards Act, Occupational Health & Safety Act, Ontario Human Rights Code, and collective agreements
- Customer service oriented approach with excellent planning and organizational skills, written and verbal communication skills
- Demonstrated experience working collaboratively as a member of a team to provide appropriate proactive support and services
- Proven interpersonal and communication skills related to problem solving and conflict resolution including the ability to manage sensitive employee issues with tact and diplomacy
- Demonstrated analytical skills to analyze accident/illness experience, billing, and absence data in order to make recommendations on improvements for the organization
- Proficiency using Parklane and Human Resources Information Systems (eg. IPPS, ISYS)
- Education sector experience and experience in a multi-union setting would be a definite asset in this position

Deadline for submission is 4:00 p.m. on Tuesday, September 4, 2018.

Please apply to: Melanie Kivell, Human Resources Officer
 Hamilton-Wentworth District School Board
 20 Education Court, P.O. Box 2558
 Hamilton, Ontario L8N 3L1
 email: mycareerPASS@hwdsb.on.ca

Applicants are thanked in advance for their interest; however, only those who have been short-listed for an interview will be contacted. Accommodation for applicants is available in the recruitment process.