

## **Employee Support and Wellness Specialist** **PASS Grade 4 \$69,868 to \$78,637**

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:**

- Manage and facilitate workplace accommodations and return to work planning for all staff including occupational (WSIB) and non-occupational claims
- Direct support and contact with employees
- Collaborate with all parties to ensure timely return to work
- WSIB and WSIAT appeals preparation and participation
- Development and facilitation of instructional programs and training materials regarding return to work, including legislative and legal obligations

### **Qualifications:**

- Completion of post-secondary education in a related field
- Disability Management certificate or diploma, preferably a Certified Disability Management Professional (CDMP) or Certified Return to Work Coordinator (CRTWC) designation from the National Institute of Disability Management and Research
- Five years or more experience with direct claims management (occupational and non-occupational) preferred
- Education sector experience and experience in a multi-union setting considered an asset
- Experience with absence reporting software (SFX, ATE) and IPPS or other HRIS systems considered an asset
- Experience with Parklane considered an asset

**Deadline for submission is 4:00 p.m. on Friday, March 5, 2021**

**Interview Dates: March 8 to 12, 2021**

**Interview Format: Panel**

Please apply by accessing this link

[https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB\\_POSTING\\_ID=6a84f27a-91bd-484a-a657-8c4ca3d50cc9](https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=6a84f27a-91bd-484a-a657-8c4ca3d50cc9)

## Employment Equity Statement

Hamilton-Wentworth District School Board (HWDSB) is committed to building inclusive learning and working environments where students see themselves reflected in the curriculum, staff population, physical surroundings and the broader community.

HWDSB's mission is to empower students to learn and grow to their full potential in a diverse world. Guided by this mission, HWDSB strives to build a workforce that embodies the values of human rights, equity, diversity and inclusion, while reflecting and welcoming the diverse and distinct identities, experiences and needs of our students and our communities.

HWDSB seeks qualified candidates who share our commitment to equity and inclusion, and who will contribute to the vision of creating inclusive and equitable outcomes. HWDSB especially invites and welcomes applications from:

- Indigenous Peoples (e.g. First Nations, Métis and Inuit peoples);
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin; (e.g. Black and racialized communities, immigrant communities, etc.)
- Persons with visible and/or invisible (physical and/or mental) disabilities;
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions. (i.e. Two-spirit and LGBTQIA+)

As part of HWDSB's commitment to employment equity and removing barriers to groups that have faced and continue to face barriers in employment, we invite all applicants to complete a voluntary question(s) that collects identity-based information. The voluntary question(s) is on the Apply to Education application page for this position.

HWDSB is committed to providing accommodation throughout the recruitment and selection process, based on any human rights protected grounds. If you require accommodation, please notify us in advance and we will work with you to meet your needs.

### **Land Acknowledgement**

HWDSB is located on ancestral Anishinaabe and Haudenosaunee Confederacy land as determined by the Dish with One Spoon treaty. The Dish with One Spoon wampum belt represents the treaty relationship between the Haudenosaunee Confederacy and Anishinaabe with respect to sharing the land and resources thereon. The intent of this agreement is for all nations sharing this territory to do so responsibly, respectfully and sustainably in perpetuity. We respect the longstanding relationships with the local Indigenous communities, the Mississaugas of the Credit First Nation and the Six Nations of the Grand River.

### **Applicant Self-Identification Form**

The information collected on this form is used to monitor HWDSB's progress toward our equity goals including our commitment to diversity in HWDSB recruitment and hiring practices.

We are committed to the security and confidentiality of information under our control, and to the protection of privacy with respect to personal and confidential information that is collected, used, disclosed and retained in the system ([Policy 1.6 - Privacy](#)). Information on this form is collected pursuant to [Ontario's Education Equity Action Plan](#) (Ministry of Education) and in accordance with the Municipal Freedom of Information and Protection of Privacy Act ([MFIPPA](#)). Access to this form is restricted to specific individuals in Human Resources. The Research and Analytics Department will use aggregate data from all the forms (not individual data) for internal reporting. Their access and use of the data is governed by MFIPPA and [ethical research practices](#). Applicant Self-Identification Forms will be maintained in the Human Resources job competition file and securely destroyed 6 years after the job posting in accordance with general records retention principles. If you prefer not to answer any of the questions, you can select "prefer not to answer". This in no way affects your application or the applicant selection process. If you have questions or concerns about this form please contact [humanresources@hwdsb.on.ca](mailto:humanresources@hwdsb.on.ca).