

## Employee Support and Wellness Specialist

**PASS Grade 4 \$69,868 to \$78,637**

Reporting to the Employee Support and Wellness Officer, the incumbent will be responsible for direct case management responsibilities to support the HWDSB Employee Support and Wellness Strategic Plan including:

- ✓ Early intervention
- ✓ Short term disability (self-insured adjudication program) and facilitate to long term disability program, where needed
- ✓ Long term disability return to work facilitation with third party insurers
- ✓ Workplace Safety and Insurance Board claims management
- ✓ Supporting staff with medical workplace or stay-at-work accommodation programs
- ✓ Attendance support

### **Duties include but are not limited to:**

- Assignment of a case load to employ best practice principles in disability case management, early intervention, safe return to work and workplace accommodation for both occupational and non-occupational claims in partnership with all stakeholders, including employees, supervisory staff and union representatives and the Workplace Safety and Insurance Board
- Quality claims management service in alignment with Board policies, procedures, collective agreements and legislation obligations
- Review medical information, make decisions on benefit entitlements and communicate with all workplace stakeholders
- Meet regularly with the Employee Support and Wellness Officer(s) to review caseload and establish case management service metrics
- Other duties as assigned

### **Qualifications:**

- Post-secondary diploma/degree related to Human Resources, Legal Studies, Psychology, Sociology, Business, Public Policy, Disability Management Certificate/Diploma, Healthcare, Kinesiology, Occupational Therapist, Rehabilitation; or equivalent combination of related education with progressive years of experience in disability management programs
- Professional designation such as Disability Management Professional (CDMP), Return to Work Coordinator (CRTWC) or Certified Human Resources Professional (CHRP/L), Human Resources Certificate, Disability Management Certificate/Diploma would be considered an asset
- Minimum of three years of experience in the following areas: occupational and/or non-occupational disability management, attendance support, workplace accommodation, rehabilitative employment and client focused case management experience

- Demonstrated experience in facilitating and charting claim documentation on early and safe return to work and/or attendance improvement case management
- Thorough understanding of the Human Rights Code, Accessibility for Ontarians with Disabilities Act (AODA), Occupational Health and Safety Act, Workplace Safety Insurance Act, Employment Standards Act, as well as other related legislation
- Proficiency with Microsoft Office applications; experience with Parklane Software would be considered an asset
- Strong written and verbal communication skills to enable effective interactions with staff, management, union representatives, health care professionals and third party insurer representatives with respect to sensitive and confidential issues
- Demonstrated commitment to working in a diverse school community and/or work environment
- Valid driver's license and reliable transportation required

**Deadline for submission is 4:00 p.m. on May 11, 2021.**

**Please apply by accessing this link**

[https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB\\_POSTING\\_ID=3e016f79-e81d-431a-9e75-6e42bdeaa8e9](https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=3e016f79-e81d-431a-9e75-6e42bdeaa8e9)

### **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).