

## JOB OPPORTUNITY NOTICE

### **Employee Support and Wellness Specialist Two Full-Time Contract Positions September 1, 2019 to August 31, 2020 (possibility of extension) PASS Grade 4 \$68,297 to \$76,869**

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
- 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
- Provide training to stakeholders regarding legislative obligations and disability management best practice

#### **Qualifications:**

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

- 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 SFX and IPPS considered an asset
- Experience with Parklane considered an asset

**Deadline for submission is 4:00 p.m. on Thursday, July 18, 2019.**

**Interviews will be scheduled on August 19 and August 21, 2019.**

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](mailto:mycareerPASS@hwdsb.on.ca)

Hamilton-Wentworth District School Board is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Board is committed to providing accommodations throughout the recruitment and selection process. If you require accommodation, please notify us in advance and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.