

EMPLOYMENT OPPORTUNITY

Ability Management Specialist

Permanent Full Time / External

Human Resources and Safety

Competition No: 2024-1840



www.rdn.bc.ca

SKILLS/EDUCATION

- Two (2) years' experience in a similar role in a unionized environment.
- Experience in the public sector is preferred.
- Diploma in Human Resources, Occupational Health, or other related discipline.
- Designation such as Certified Disability Management Professional (CDMP), Certified Return to Work Coordinator (CRTWC), and/or Chartered Professional of Human Resources (CPHR) preferred.

APPLICATION DETAILS

Please quote competition 2024-1840 and submit a cover letter and resume clearly outlining your education, experience, and qualifications as they relate to this position [here](#).

**Applications will be accepted until:
4:00 p.m., on February 14, 2024.**

Date posted: January 24, 2024

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a Permanent Full-Time Ability Management Specialist.

Reporting to the Manager, Employee Health, Safety and Wellness, and working closely with other human resources and safety team members, this position is responsible for the effective management of all aspects of ability case files (occupational and non-occupational), consistent with the RDN's ability management program, including facilitating timely and safe returns to work. This role supports the RDN in fulfilling its duty to inquire and duty to accommodate liaising with RDN employees, human resources and safety team members, supervisors/managers, union representatives, and external contacts in a respectful manner that fosters accessibility and inclusion for RDN employees.

QUALIFICATIONS

Minimum two (2) years' experience in a similar role in a unionized environment, ideally in the public sector. Diploma Human Resources, Occupational Health, or other related discipline, and additional designations such as Certified Disability Management Professional (CDMP), Certified Return to Work Coordinator (CRTWC), and/or Chartered Professional of Human Resources (CPHR) is preferred.

POSITION DETAILS

This is a permanent full-time Exempt position offering 35 hours of work per week with a salary range of \$89,265 to \$95,666 as well as a competitive benefits package.

A Criminal Record Check is required as a condition of employment with the Regional District of Nanaimo.



POSITION TITLE: Ability Management Specialist

REPORTS TO: Manager, Employee Health, Safety and Wellness

DIRECT REPORTS: N/A

POSITION SUMMARY

Reporting to the Manager, Employee Health, Safety and Wellness, and working closely with other human resources and safety team members, this position is responsible for the effective management of all aspects of ability case files, (occupational and non-occupational) consistent with the RDN's ability management program, including facilitating timely and safe returns to work. This role supports the RDN in fulfilling its duty to inquire and duty to accommodate liaising with RDN employees, human resources and safety team members, supervisors/managers, union representatives, and external contacts in a respectful manner that fosters accessibility and inclusion for RDN employees.

MAJOR DUTIES AND RESPONSIBILITIES

- Reviews, adheres to, and directs the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Manages ability case files, providing guidance and support to employees experiencing temporary or permanent limitations and/or restrictions and their managers.
- Coordinates the administration of WorkSafeBC claims and long-term disability claims, and other related documentation, including monitoring and maintaining claim information.
- Prepares standard and custom correspondence to fulfill the employer's duty to inquire and/or to clarify restrictions and limitations as required.
- Coordinates communication between employees, human resources and safety team members, healthcare professionals, third party representatives, union representatives and management in support of ability management and attendance management outcomes.
- Collaborates with internal stakeholders to develop and implement effective return-to-work plans tailored to individual employee restrictions and limitations.
- Works closely with healthcare professionals, insurance providers, and external agencies to facilitate effective communication and coordination of services.
- Supports human resources and safety team members with complex files, including files in which culpable factors may be present.
- Ensures that ability management administration aligns with legal requirements, RDN policies and the collective agreement.
- Coordinates with the Human Resources and Safety Associates to ensure the human resources and safety team tracking system is up to date.
- Provides information and recommendations to the Manager, EHSW on claim objections that may lead to appeal and presentation at appeal hearings.
- Reports on ability management metrics, trends, and outcomes for the human resources and safety team, and participates in the evaluation of the effectiveness of the ability management program and recommends improvements to the Manager EHSW as needed.
- Maintains accurate and confidential records of ability cases, ensuring compliance with privacy requirements.
- Conducts and provides training sessions for employees and management on ability and disability-related topics, fostering a culture of inclusion and awareness.
- Supports ability management initiatives and communications as directed.
- Participates in the development and enhancement of policies and procedures related to ability management.

Job Description

- Assists the Manager EHSW in administering and documenting accident investigations and near misses.
- Supports and coordinates the RDN Employee and Family Assistance Program.
- Coordinates the RDN ergonomic assessment program.
- Serves as an employer representative on and provides support to the union-employer sick leave bank committee.
- Supports and provides advice to the Manager, EHSW on the employee benefits program.

REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Human Resources, Occupational Health, or other related discipline.
- Designation such as Certified Disability Management Professional (CDMP), Certified Return to Work Coordinator (CRTWC), and/or Chartered Professional of Human Resources (CPHR) preferred.
- Two (2) years' experience in a similar role in a unionized environment.
- Experience in the public sector is preferred.
- An equivalent combination of education and experience may be considered.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent interpersonal skills with ability to build relationships with a broad range of stakeholders.
- Demonstrated track record of managing disabilities, absenteeism and return to work.
- Proven ability to exercise sound judgement.
- Ability to deal with emotional situations with sensitivity, tact, and empathy.
- Ability to make difficult decisions having organizational impact.
- Good knowledge and understanding of the duty to inquire, the duty to accommodate and medical terminology.
- Ability to prepare evidence informed ability management plans and return to work plans.
- Proven decision making and problem-solving skills.
- Outstanding time management, planning, organization, coordination skills, and an aptitude for detail and accuracy.
- Strong negotiation and communication skills (both verbal and written)
- Ability to provide exceptional employee support when dealing with very sensitive situations.
- The ability to maintain, in strictest confidence, information received concerning confidential matters such as medical, labour relations legal issues, staffing and recruiting, performance management and
- any other information deemed to be of a confidential nature.
- Ability to be analytical and use problem-solving skills, paying attention to detail, understanding of benefits landscape and relevant employment legislation.
- General knowledge of human resources and safety policies, procedures and their applications, and the functions of human resources and safety.
- Proficient in MS Office and related technologies such as HR information systems.

Date Approved: **January 19, 2024**