



## **Disability and Return to Work Specialist**

*The Surrey Police Service (“SPS”) is bringing an era of modern and progressive policing to Surrey. We are a community-based policing service that is at the forefront of public safety. We are committed to meeting our city’s unique priorities and building a team that reflects the communities we serve. Help us build a new community-responsive police service that will support one of the fastest growing and diverse cities in Canada.*

### **POSITION OVERVIEW:**

SPS has an exciting opportunity for a Disability and Return to Work Specialist to join our growing Support Services Bureau. This position will take a lead role in facilitating a culture of health, safety, and wellness in the development, maintenance, and delivery of compliant and prevention-focused strategies and programs, as well as proactively supporting early intervention and return to work programs for ill and/or injured employees.

Reporting to the Senior Manager, Human Resources, and working closely with members from the Human Resources, and Employee Services teams, the successful candidate will be responsible for the oversight of complex workers’ compensation and non-occupational disability management cases; researching and making recommendations for reasonable workplace accommodations; assisting in the development of graduated return to work plans; and ensuring ergonomic support systems are addressed/in place in establishing return to work plans.

Specifically, the primary functions of the role will include but are not limited to: overseeing SPS’s WorkSafeBC incident claims management processes, including reviewing claims for completeness and cost-effectiveness; analyzing incidents to determine if preventative measures exist and can be implemented; and working in collaboration with internal stakeholders in providing advice and support to departments on return-to-work and accommodation matters where appropriate. Our incumbent may also represent SPS in WorkSafeBC claims appeals and review board hearings, Worker’s Compensation Act Tribunal hearings, and occupational health and safety hearings.

This position will also have an advisory role with our Employee Services Section team and/or provide direct oversight on monitoring programs for drug and alcohol addiction; as well as other wellness solutions in keeping with best practice, collective agreements, human rights legislation, and duty to accommodate legislation.

This work requires a strong customer service focus and care-based approach based on the individualized support for our employees, balanced by the needs of the organization including risk-mitigation, policy compliance, and legal jurisprudence.



The successful candidate requires strong communication skills, efficiency and thoroughness, initiative, and the ability to foster relationships that contribute to a culture of inclusiveness and teamwork. Excellent customer service skills, remaining calm in stressful situations and managing complex tasks under tight deadlines will be paramount in someone performing this work proficiently.

#### **APPLICANT QUALIFICATIONS:**

The successful incumbent will have undergraduate degree or diploma in a health or related field supplemented by at least 5 years of direct disability/claims management experience; supplemented by a professional designation/membership in a Disability Management Practitioner Certificate Program; NIDMAR Certified Disability Management Professional (CDMP); or Certified Return to Work Coordinator (CRTWC). Equivalencies of education and experience may be considered.

A valid BC Driver's license with a clean driving abstract provided within 30 days within the date of application is required.

Additional course work in occupational health, rehabilitation, legislation related to disability management, helping relationship skills, human resource management/labour relations, disability insurance, psychological and workplace factors in disability would be an asset.

Interested applicants are asked to apply online to our [Careers](#) page by 4:00 pm on October 30, 2022. For updates on recruitment opportunities and other Surrey Police Service news, follow us on [LinkedIn](#), [Instagram](#), [Facebook](#), and [Twitter](#).

**SPS has a vaccination policy in effect with requirements for all current and future employees. Applicants under consideration will be required to undergo a security clearance process.**

*Thank you for your interest in working with SPS. We pride ourselves on hiring members that model the mission, vision, and values of SPS through unquestioned integrity and sustaining a visible, credible, inclusive, and respected profile.*