



Disability Management Advisor Employee Services Division

Use your skill and collaborative approach to optimize Employee Wellness

Salary Range effective July 1st, 2023: \$81,344 to \$95,699

Benefits: Municipal Pension Plan, Vancouver Employee Savings Plan (additional 2% of base salary), Extended Health, Dental, Group Life, Long Term Disability, generous vacation, and other paid time off benefits.

The Vancouver School Board humbly acknowledges that we are unlearning and relearning on the unceded, unsundered and traditional territories of the xʷməθkʷəy̓əm Musqueam, Skwxwú7mesh/Squamish & səliwətaʔ/Tsleil-Waututh Nations. With this acknowledgement comes the commitment to engage in ongoing acts of reconciliation.

The VSB is an exciting, progressive, and dynamic school district that provides a rich array of educational opportunities for nearly 50,000 learners from kindergarten to adult. The District welcomes qualified applicants who value equity and diversity as essential to excellence. The distinct makeup of the VSB community strives to support the inclusion of all voices. The VSB community is committed to providing the highest quality learning experience for all students, helping them to reach their intellectual, social, and physical potential in a safe and inclusive environment.

Working alongside others in the Employee Services department and specifically in the Employee Wellness team, you will utilize your disability management, occupational health experience and interpersonal skills to assist employees with safely staying at work, recovering at work, or returning to work.

Employee well-being will be a focus of your work and you will interact regularly, in person, with workplace supervisors, school principals, and a variety of other stakeholders to ensure these efforts are appropriate for the individual employee and the workplace's unique context within our large, complex school district.

Your sound knowledge of applicable legislation and best practices related to Human Rights, duty to accommodate and the Workers Compensation Act of BC, will serve you well in supporting employees. You will frequently use your exceptional written and verbal communication skills, tact and thoughtful decision making in your work with supervisors, union representatives and external agencies. Your dedication to the profession and our VSB values will ensure employees are treated respectfully and, in a manner, suitable for success in their work.

Qualifications:

- A Post-Secondary Degree that is directly related to human resources, rehabilitation, disability management, or Health and Safety
- Five (5) years related disability management experience working in large or complex, unionized settings

Application:

- Cover letter, addressed to Patty Beatch, Manager-Employee Wellness
- Resume

- Three (3) Professional References

Qualified applicants are invited to apply online on Make a Future at <https://bit.ly/3JOZWMV>.

Disability Management & Return to Work

Purpose

The purpose of this role is to support the successful execution of the Vancouver School Board Educational Plan by engaging in compliant and thoughtful disabilities management practices. Reporting to the Manager of Wellness, the Advisor facilitates workers success during the stay at work, recover at work or return to work processes.

Responsibilities

- Proactively managing occupational and non-occupational disabilities including those with a focus on mental health.
- Obtaining medical and functional abilities information as it relates to job requirements.
- Using standard and consistent best practices to adjudicate medical leaves.
- Liaising with Worksafe BC, short term and long-term disability insurance providers, health care providers and external stakeholders such as union representatives, British Columbia Teacher's Federation (BCTF) Rehab and Joint Early Intervention Service (JEIS).
- Reviewing medical information, utilizing appropriate medical resources and tools, and obtaining information from employees and/or their physicians to establish and manage return to work and accommodation opportunities.
- Following up with outstanding files to track progress and identify potential return to work dates.
- Providing file status information upon request to Human Resources Manager- Staffing and Supervisors for workplace continuity planning.
- Actively contributing to an ongoing improvement of disability management practices through continuous learning, professional development, and internal process reviews.
- Developing and coordinating complex and sustainable Stay at Work, Recover at Work, and Return to Work plans.
- Working closely with supervisors, Unions, and employees to ensure appropriate, sustainable, and timely disability management outcomes related.
- Preparing, and supporting VSB grievances related to disability management as required.
- Liaising with physicians and other health care providers as needed.
- Maintaining contact with injured/ill employees with a focus on reducing time loss durations.
- Working with WorkSafeBC to ensure the VSB is proactive and complies with legislation.
- Other duties/responsibilities as assigned.

Qualifications

- Education and Experience
 - Undergraduate degree, diploma, or certificate in Kinesiology, Exercise Science/Physiology, Health Science, Disability Management, or related field is preferred and,
 - At least 5 years of experience in a similar role or,
 - An equivalent combination of education, training, and experience.
- Valid BC driver's license and the ability to provide your driver's abstract periodically.

- Criminal Records Check - Vulnerable Sector.

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 medical terminology.
- Ability to prepare evidence informed case management plans and return to work plans.
- Proven decision making and problem-solving skills.
- Strong time management skills
- 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.
- Ability to communicate sensitively and exercises professional judgment when communicating with employees throughout the disability management process.
- Possess intermediate skills level of Microsoft Office suite, Human Resources Information Systems, and Case Management systems

Level of Responsibility:

- The position is responsible for the service delivery processes and procedures related to disability claims management, and associated communication strategies.

Decision-Making Authority:

- This position is expected to be self-directed in managing sick leave and disability claims process using professional judgment. Has decision-making authority within the bounds of pre-established guidelines as well as recommendations that are subject to contractual agreements, policies, and established procedures and legislative requirements. Raises and escalates issues with Manager- Employee Wellness as appropriate.

Physical and Sensory Demands:

- There is minimal physical demand. These demands are typical of an administrative position operating within an office environment. They include but are not limited to sitting, standing, walking, conducting assessments requiring observations, driving, using a phone, taking handwritten notes, using computer and related office equipment, filing documents, and making copies.

Working Environment:

- The Advisor position involves exposure to potentially emotionally charged experiences and/or interactions with employees who are upset, frustrated, unstable, or unpredictable due to a variety of medical conditions that could exist. The role involves moderate psychological risk and distress resulting from unavoidable exposure to uncomfortable environmental conditions generally associated with normal

workplace interpersonal conflict and its resolution and the stresses of change management in a dynamic work environment.