



**DISABILITY MANAGEMENT ADVISOR**  
**(Occupational and Non-Occupational Claims Management)**  
Regular Full Time

**About Us**

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

**About You / What We Are Looking For**

The City of Coquitlam has an exciting opportunity for a Disability Management Advisor to join our Human Resources Team. You will report to the Health and Safety Manager and work alongside two Health and Safety Advisors focusing on Occupational Health and Safety. In this role, you will be accountable for supporting and contributing to the ongoing development, implementation, coordination and administration of the City's Disability Management Program by managing both occupational and non-occupational claims and gradual return to work programs for employees in an effective, timely and cost effective manner. You will represent the City on complex workers' compensation claims and non-occupational disability management cases. We are a busy, high volume department, and this is a great opportunity to join a team of experienced health and safety professionals.

Our team is highly collaborative and works closely with members of the broader Human Resources team, as well as internal and external stakeholders. As the Disability Management Advisor focusing on disability management and return to work initiatives, you will work closely with both the Health and Safety Manager and the Labour and Employee Relations Manager on complex matters as they arise. The ideal candidate for this position will be a team player who has excellent communication skills (both verbal and written), strong analytical and organizational skills and strive for excellence when carrying out the functions of this role within a unionized work environment.

**Minimum Qualifications**

The successful incumbent will be well-versed and knowledgeable in disability management best practices and must be able to interpret and provide advice to managers, supervisors and employees in matters pertaining to the application of relevant legislation and regulations. This position will focus on the intake, management and oversight of WorkSafeBC claims, as well as developing gradual return to work plans. As a growing City, we are looking for an individual to take a proactive approach to disability management and early intervention work initiatives. This will require extensive knowledge of the claims management process paired with a strong degree of business acumen and relationship building to successfully manage the coordination of modified work assignments and return to work initiatives. The Disability Management Advisor will be knowledgeable on the *Rehabilitation Services & Claims Manual* and possess appeal experience with the WorkSafeBC Review Division and Workers Compensation Appeal Tribunal (WCAT).

The successful candidate will possess a minimum of 3 years of experience focusing on each of the following areas; WorkSafeBC claims management, disability management and return to work cases. Additionally, the candidate will hold an undergraduate degree in a related field. A Certificate or Professional Designation in Disability Management will be considered an asset. Applicants interested in this opportunity are asked to submit a resume and cover letter sharing why they are interested in this opportunity to become the newest member of our team.

**What We Offer:**

This excluded position has an annual salary range of \$109,539 - \$123,217. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity



to participate in an earned day off/flex day program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

**Accessibility / Equal Opportunity Employer**

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](http://coquitlam.ca/edi) for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

**Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers) by 11:55 pm on February 13, 2024.**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*