



HOSPITAL EMPLOYEES' UNION

PROVINCIAL OFFICE:

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| Position: | <u>Facilities Subsector</u> Enhanced Disability Management Program (EDMP) Steward |
| Remuneration: | Wage <u>replacement</u> and expenses |
| Estimated start: | September 2022 |
| Length of appointment: | This is an employer-initiated program that is funded until the expiry of the Facilities Collective Agreement |

Enhanced Disability Management Program

The union recognizes that early intervention can contribute to successful long-term recovery and management of illness and injury. To this end, HEU, Health Authorities, Providence Health Care and Affiliate employers have negotiated an Enhanced Disability Management Program (EDMP) for the Facilities Subsector.

The goal of EDMP is to ensure that members who are injured or ill can access supports that assist them in managing their injury or illness *in a timely way* and/or return to work with appropriate supports and accommodation.

HEU is recruiting members to act as EDMP stewards. EDMP stewards will focus on advocating for HEU members and helping them navigate through the program and receive the greatest benefit from it.

We are looking for HEU EDMP stewards from the Facilities Subsector who hold a permanent position in the workplace with a Health Authority, Providence Health Care, or an Affiliate employer (covered by the **Health Services & Support Facilities Subsector Collective Agreement**).

Work hours are Monday to Friday from 8:30 a.m. to 4:30 p.m. with weekends and statutory holidays off.

Role of the Steward

Under the guidance of the Facilities Bargaining Association (FBA) EDMP Administrator, the primary responsibilities of the EDMP steward will be to represent and assist members in the program by contacting members who are participating in EDMP to provide additional information or assistance and do ongoing follow-up, resolve disputes through the EDMP dispute resolution process, and talk to members who have declined to participate in the program, offering information and guidance.

The EDMP steward will also assist in promoting and identifying best practices under the program so that we can continue to improve members' ability to return to and remain actively at work.

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The EDMP steward will work with the employer's designated Disability Management Advisors to review and provide feedback on the case management plan for participating members.

The EDMP steward will refer labour relations matters to labour relations stewards and union representatives. The EDMP steward must be able and willing to travel within their assigned area, hold a valid driver's license and have access to a vehicle.

Skills Required

- Demonstrated commitment to, and awareness of, disability management and return-to-work programs.
- A minimum of three (3) years' experience in an advocacy role, and knowledge of HEU and the Facilities Bargaining Association Collective Agreement.
- Ability to maintain the confidentiality of sensitive personal information.
- Good communication skills, both oral and written.
- Good organizational skills.
- Good computer skills.
- Good interpersonal and problem-solving skills.

The office location and the employer work sites in the assignment will be determined in consultation with each successful EDMP steward within each health authority and Providence Health Care. The work schedule is Monday to Friday, 8:30 a.m. to 4:30 p.m. (with weekends and statutory holidays off). Orientation will be provided to new EDMP stewards.

Expressions of Interest

Facilities EDMP stewards will be selected at a provincial level.

If you are interested in being an EDMP steward, we are looking for you to identify any education, training or experience in health care that shows you have knowledge of, or are willing to learn about, issues like disability management and return to work, privacy and confidentiality, collective agreement rights and benefits, or anything else you feel is relevant to this opportunity.

Experience as an advocate/steward for members and knowledge about the union, and experience with Occupational Health & Safety (OH&S), Gradual Return to Work (GRTW) and Duty to Accommodate (DTA) are considered an asset.

EDMP stewards will have access to very sensitive personal information. In order for members to participate in EDMP fully and with confidence, and given that the EDMP steward must dedicate themselves fully to the program, a successful applicant for an EDMP steward position is subject to the following policy:

- Due to the full-time nature of the role, EDMP stewards are advised not to take on a full-time role on their local executive. They may take on a less-demanding role;
- An EDMP steward may not act as a labour relations steward during their term;
- If an EDMP steward is elected to a position on the Provincial Executive or the bargaining committee, they will resign their position as EDMP steward;
- EDMP stewards are full members of HEU and can participate in all union functions, meetings and events, including labour councils.

Please note:

Funding for EDMP comes from health employers. If these funds are not available in the future the program will be discontinued. At this time, funding is in place until March 31, 2022, and up for renewal in the current contract negotiations. .

We are committed to fostering workplaces that are free from discrimination, value diversity, and are representative of the communities and membership that we serve.