

Employment opportunity: DTA-Disability Management Advisor



The Hospital Employees' Union is looking for an experienced professional to fill the position of **DTA-Disability Management Advisor** at its provincial office in Burnaby, British Columbia.

Reporting to the HR Manager, the DTA-Disability Management Advisor is responsible for specialized consultation and coordination on matters related to occupational and non-occupation illness or injury and workplace accommodations related to the protections in the Human Rights Code of BC.

This position supports a unionized employee group and may also support excluded staff. Working closely and productively with stakeholders, the incumbent will ensure compliance with the Human Rights Code of BC with respect to workplace accommodation and stay at work and return to work programs.

This position is part-time (0.5 FTE) with an hourly salary of \$65.26 per hour.

Principal Duties and Responsibilities

- Manages the Duty to Accommodate (DTA) process, creating, negotiating, approving, and signing DTA agreements.
- Provides complex disability case management services to assess, plan, interpret medical information, determine work suitability, develop modified work opportunities, and promote stay at work and return to work efforts.
- Case manages complex WorkSafeBC claims, including Return to Work (RTW) initiatives.
- Manages Duty to Accommodate process, ensuring a collaborative return to work.
- Conducts physical and mental demands analysis of jobs to assist with functional assessment.
- Represents the employer in third-party proceedings and assists in case preparation.
- Offers leadership to management, Human Resources, union, and employees on health assessment needs and work suitability.
- Consults on policies related to medical absences and rehabilitation issues.

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- Contributes to the development and implementation of HR policies, procedures, educational programs, and training materials.
- Provides leadership to ensure health assessments meet occupational requirements.
- Offers consultation on case management, policies, and rehabilitation issues.
- Develops and updates disability management process and procedures.
- Other cases or duties as assigned.

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, stay at work, and return to work.
- Proven ability to exercise sound judgement.
- Provides leadership and advice on disability management and the DTA process.
- 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.
- Knowledgeable in collective agreements, legislation, regulations, and best practices related to disability matters.
- Efficient organization and management of multiple priorities with minimal supervision.
- Technical expertise and interpersonal skills for consultations with management, union representatives, and external agencies.
- Effective analytical and problem-solving skills, with clear recommendations to leaders and external agencies.
- Understanding of conflict resolution techniques.

Education, Training and Experience

- Undergraduate degree, diploma, or certificate in Occupational Therapy, Kinesiology, rehabilitation, Exercise Science/Physiology, Health Science, Disability Management, or related field is preferred.
- At least 5 years of experience in a similar role or an equivalent combination of education, training, and experience.
- Possess intermediate skills level of Microsoft Office suite, Human Resources Information Systems, and Case Management systems.

Working Conditions

- May work in highly emotionally charged settings.
- May be required to work evenings and weekends.
- May be required to travel overnight for work.
- Ability to travel for work.

About HEU

Since 1944, the Hospital Employees' Union has advocated for better working and caring conditions, defended public health care, and stood against privatization. We have a long history as a strong, democratic, progressive, socially conscious union committed to social justice and advancing labour and human rights on a local and global level. We identify and challenge historical and systemic inequities and hear, respect, serve, empower, and advocate for each and every member.

Together we fight for fairness, solidarity, equity, inclusion, and understanding, knowing that our members' economic security depends on our success.

HEU is an equal opportunity employer. We are committed to being a workplace that is free of discrimination, values diversity, and is representative of the communities we serve. We encourage applications from qualified people of all equity-seeking groups, including Indigenous persons, Black persons, racialized persons, persons with disabilities, all gender expressions and identities, and sexual orientations.

Interested in working with us? Here is how to apply.

Please send your resume and cover letter to: **Jobapplication@heu.org (subject line: DTA-Disability Management Advisor - Your Name) by 5:00 PM, Thursday, August 15, 2024.**

Please note that due to the anticipated volume of applications, we will only be responding to applicants selected for an interview.