

Applications are invited from qualified individuals to fill the following assignment:

**One (1) Permanent Full-Time Disability Management Specialist  
NBRHC – NORTH BAY**

The Return to Work Advisor is one of two positions responsible for the administration and management of the occupational and non-occupational disability and WSIB claims for the organization. The primary focus of the position is to facilitate the Early and Safe Return to Work program and initiate Modified Work plans for disability related absences, STD, LTD and Workers Safety and Insurance Board (WSIB) related disabilities. Ensuring all legislative and medical requirement/guidelines and Hospital of Ontario Disability Income Plan (HOODIP), WSIB, Disability Management best practices and Hospital guidelines are met and maintained.

In addition, the Return to Work Advisor is responsible to provide on-going support to Managers with the administration of the Attendance Management program to evaluate and identify areas for attendance improvement. This role is the first point of contact for Managers with respect to occupational and non-occupational Disability and Attendance Management processes.

**The successful candidate will possess the following required qualifications:**

- Degree in Human Resources, Business or Public Administration or an equivalent combination of education and experience
- Three to five years recent Disability/WSIB Disability claims management experience
- Able to demonstrate extensive knowledge of applicable legislation that affects an organization from an employment perspective, such as, Employment Standards Act, Occupational Health and Safety Act, WSIB Act and Regulations, Accessibility Act, Human Rights Code, etc.
- Experience working within in a unionized environment is preferred
- Experience in supporting multidisciplinary teams and knowledge of Ontario's health care systems preferred
- Demonstrated flexibility, organizational and time management skills in a high pressure environment
- Excellent conflict resolution and mediation skills is required
- Strong computer skills including proficiency using database management & report generation systems, Meditech, Word, Excel
- Working knowledge of the Parklane database system is an asset
- Experience with collective agreement interpretation and best practices
- Demonstrated ability to determine level of urgency, risk, and find opportunity for improvement
- Demonstrated ability to build trusting relationships and influence others to a course of action and resolution
- Excellent verbal and written communication and presentation skills with strong attention to detail
- Must demonstrate commitment to ensure safety, the safety of fellow workers, patients, volunteers, and visitors
- Must support and contribute to a culture of safety and prevention of adverse health events in this organization
- Good attendance and work record required
- Bilingualism (English/French) is an asset

**\*NOTE: A Criminal Reference Verification (recent as of three months) will be required for all external hires as a pre-condition of employment. Current NBRHC employees are exempt.**

Interested candidates should address their resumes, quoting **File NU C-19-012** and submit their applications no later than **THURSDAY, FEBRUARY 28, 2019 AT 1200 HOURS to**:

**Human Resources Department  
North Bay Regional Health Centre**

**Date Posted: THURSDAY, FEBRUARY 21, 2019 AT 1200 HOURS**

**NORTH BAY REGIONAL HEALTH CENTRE IS AN EQUAL OPPORTUNITY EMPLOYER**