

Senior Abilities & Accommodation Specialist Humber College, Toronto, ON

Find Your Spot at Humber

At Humber, our career paths open up a world of infinite possibilities for you to explore. People are at the heart of the Humber experience. Here, every day we work shoulder to shoulder to deliver excellence, and in doing so, we redefine what it means to be a leader in polytechnic education. Humber employees are a diverse group of committed, caring and fun-loving people.

We take finding and growing the right talent very seriously. We strive to find and nurture extraordinary employees who bring their best each day.

If you are interested in working in higher education and are looking to contribute to the largest polytechnic College in Ontario, as we shape the future of our students and communities, here is your opportunity to join our team.

Job Details:

Status:	12-month contract (June 1, 2024 – May 31, 2025)
Hours:	37.5 hours per week (hybrid)
Department:	Occupational Health and Safety Services, People(s) and Culture
Campus/Location:	North Campus, 205 Humber College Blvd., Toronto, ON M9W 5L7
Salary:	Band 5 (Min) \$84,800 – (Max) \$106,001
Deadline to Apply:	May 6, 2024
To Apply:	https://humber.ca/careers/

What you will do:

Reporting to the Manager, Occupational Health and Safety (OHS) Services, the Senior Abilities & Accommodation Specialist position will function collaboratively as a member of the P&C/OHS team. The Senior Abilities & Accommodation Specialist will contribute to the advancement of an integrated model of employee health, safety and well-being by managing employee claims and cases related to employee return to work, sick leaves, accommodations and occupational health and wellness-related programs at Humber.

The incumbent will:

- Provide case and claims management for the WSIB, STD and LTD processes, in compliance with relevant College policies for occupational and non-occupational injuries, illnesses and disabilities.
- Implement the employee Return to Work (RTW) and accommodation processes, and develop appropriate RTW or accommodation plans as required.

- Develop and/or maintain policies and procedures regarding WSIB, return to work, and workplace medical accommodations.
- Develop and deliver education and training programs on disability management policies and procedures, and occupational health and wellness initiatives.
- Liaise with internal and external stakeholders to adjudicate and manage claims, and to facilitate the safe return to work of ill or injured employees.
- Provide expertise, advice and guidance to managers, employees, unions and the joint health and safety committees on matters related to disability management, return to work and accommodations.
- Provide input into the selection and implementation of case management software.

What you bring to the role:

- A University degree in a related field, such as Human Resources, Occupational Health and Safety, Kinesiology, or Health Sciences.
- 5 years of relevant and progressive experience in the disability management field
- Designation in the disability management or related field (e.g., Certified Disability Management Professional, Occupational Health Nurse, Registered Kinesiologist).
- Experience in developing and implementing disability management programs.
- Demonstrated knowledge and experience on legislation and principles pertaining to disability management, return to work and accommodations.
- Strong working knowledge of the Workplace Safety & Insurance Act and regulations, the Ontario Human Rights Code, the AODA Act and other relevant legislation, and knowledge of incident investigation and reporting process.
- Strong case management skills for complex disability and accommodation cases, including the ability to anticipate, analyze and advise on issues, generate solutions and recommendations, and formulate effective return to work and accommodation plans.
- Superior verbal and written communication, facilitation, mediation and presentation skills.
- Demonstrated ability to work in situations requiring tact, diplomacy and sensitivity;
- Detail-oriented with excellent analytical and organizational skills.
- Experience working in a unionized and diverse environment.
- Proven ability to work effectively in a team-based environment.
- Strong understanding of best practices with respect to service delivery to client groups.
- Ability to work with sensitive/confidential information.
- Proficiency with Microsoft Office applications.

What's In it for you?

- An opportunity to have an impact with a post-secondary institution, poised to do great things.
- Diverse, hard-working, committed team of people who care about each other.
- Tools and technology that will allow you to succeed at your job.
- Amazing perks
- Highly supportive work culture

At Humber College we don't just accept difference — we celebrate it! Experience comes in many forms, skills are transferable, and a progressive mindset goes a long way at Humber. If your experience is close to what we're looking for, consider applying and tell us why you are a great candidate for this job. Find your Spot at Humber!

We thank you for your interest in working with Humber College. Only applicants selected for an interview will be contacted. Consideration for Support Staff and Academic positions will be given to internal employees in accordance with the respective Collective Agreements.

Equity, Diversity and Inclusion

Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek Indigenous Peoples and individuals from equity-deserving groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-secondary environment.

Accommodation

Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our HR Generalists will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.

Anti-Discrimination Statement

At Humber College, all forms of discrimination and harassment are prohibited. Students and employees have the right to study, live and work in an environment that is free from discrimination and harassment. If you need assistance on concerns related to discrimination and harassment, please contact the Office of Human Rights and Harassment at humanrights@humber.ca or the Office of Student Community Standards at studentconduct@humber.ca.