



Job postings

Coordinator, Health, Disability & Wellness

Human Resources

Abbotsford (King Road)

Application deadline: **May 21, 2025**

Job Number: J0525-0054

Status: Permanent

Open Positions: 1

Salary Scale: Exempt Salary Scale

Hours/Week: 35

Salary: \$68,994.00 - \$101,191.00/Year

Compensation Details: Compensation beyond the mid-point requires approval by the Public Sector Employers' Council Secretariat (PSEC).

Position Description

Job Summary

The Coordinator, Health, Disability & Wellness provides administrative and operational support for UFV's health and disability programs, assisting with case management, employee accommodations, and wellness initiatives. This role collaborates with employees, supervisors, external benefit providers, and healthcare professionals to facilitate return-to-work processes and ensure compliance with relevant policies. The Coordinator supports wellness and disability programs by handling day-to-day administrative functions, coordinating documentation, liaising with stakeholders, and tracking disability claims. The position contributes to UFV's commitment to employee well-being and organizational health by ensuring efficient service delivery, proactive outreach, and effective communication.

Qualifications

- A Bachelor's degree in Human Resources, Health Sciences, Disability Management, or a related field is required. Certification in ergonomic assessment from an accredited body required; ability and willingness to complete this requirement acceptable.
- A minimum of two (2) years of experience in disability management, return-to-work coordination, or wellness programming within a post-secondary, healthcare, or human resources environment.
- Knowledge of disability management principles, accommodation processes, and workplace health programs.
- Strong understanding of employment legislation, collective agreements, and WorkSafeBC regulations related to disability management and employee accommodations.
- Ability to handle confidential and sensitive medical information with professionalism and discretion.
- Proficiency in Microsoft Office Suite, database management, and HR information systems (HRIS).

- Experience in program coordination, administrative case management, and documentation tracking.
- Excellent written and verbal communication skills, with the ability to interact with employees, supervisors, medical professionals, and external stakeholders.
- Strong organizational and time-management skills, with the ability to prioritize tasks in a fast-paced environment.
- Commitment to equity, diversity, and inclusion, fostering a workplace that respects and values diverse perspectives and backgrounds.

Preferred Qualifications:

- Professional designation such as CDMP, CRTWC or similar, or willing to obtain.
- Experience in post-secondary, public sector and/or union environment.

About UFV

The University of the Fraser Valley is located on the traditional territory of the Halq'eméylem-speaking peoples. We express our gratitude and respect for the honour of living and working in Stó:lo Tém:éxw (Stó:lo Land; Stó:lo World). In all that we do, UFV strives to support and honour the Stó:lo peoples goals of self-determination and well-being on these lands. A commitment to Indigenization and Reconciliation is core to our institutional Vision and Integrated Strategic Plan: IYAQAWTXW — which means House of Transformation. This commitment includes the goal of centering Indigenous ways of knowing throughout our organization, recognizing our responsibilities to community, and a multi-year plan to increase the number of Indigenous faculty, staff, and administrators working at UFV.

UFV has campus locations in Abbotsford, Chilliwack, Mission, and Hope in the beautiful British Columbia, and in Chandigarh, India. Recognized as one of BC's top employers, UFV offers a combination of career and lifestyle benefits. Join a team of 1,400 passionate professionals who value integrity, inclusivity and excellence. At UFV, you will serve a vibrant community and shape the future of 15,000 students.

Indigenization, equity, and diversity are essential to our work as a university. A diverse community fosters the inclusion of voices that have been historically underrepresented and marginalized. At UFV, we are committed to recruiting a diverse workforce that represents the community we proudly serve. We encourage applications from Indigenous peoples, members of groups that experience discrimination due to race, colour, place of origin, ancestry, and/or religion, persons who identify as women and 2SLGBTQ+, and persons with disabilities. We invite applicants to complete a confidential self-identification survey as part of the application process. All questions are voluntary, with an option to decline to answer. Information will be used to support efforts to broaden the diversity of the recruitment process, and results are not shared with the selection committee. Inquiries about the survey may be directed to careers@ufv.ca. Learn more about our commitment to diversity and inclusion.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. In an effort to be both environmentally and fiscally responsible, UFV will contact only candidates receiving an interview. We thank all applicants for considering UFV for employment. Shortlisted applicants may be required to undergo a criminal record check and/ or a verification of their education credentials.

UFV is committed to the principle of equity in employment.

Please note: you should receive a confirmation email once you have successfully applied to this position. If you do not, please contact the Njoyn Help Desk at webhelp.njoyn or 1-877-427-7717 Monday to Friday 8am to 8pm (EST).