

Disability Case Specialist

Location: Kingston General Hospital, Kingston, ON

Department: Occupational Health

Hours: Full-Time, Days

Salary: \$84,691.23 – \$101,629.32 annually + pension/benefits

Empower Recovery. Shape Workplace Wellness.

Are you passionate about helping people return to work safely and confidently? Join our team as a **Disability Case Specialist** and make a meaningful impact every day. You'll guide employees through illness or injury recovery, collaborate with healthcare professionals, and create solutions that foster well-being and productivity.

Why Join Us?

- **Purpose-driven role:** Support employees during critical life transitions.
- **Collaborative culture:** Work with unions, managers, and health experts.
- **Professional growth:** Expand your expertise in disability management and workplace health strategies.
- **Competitive compensation & benefits:** Recognized for valuing our people.

What You'll Do

- Adjudicate Short-Term Disability claims with fairness and accuracy.
- Design and implement **Return-to-Work (RTW)** plans tailored to individual needs.
- Manage cases proactively, ensuring timely follow-up and resolution.
- Participate in grievance meetings, mediations, and arbitration processes.
- Handle administrative tasks using SAP, Kronos, and ESP systems.

A full job description is available upon request from People Services.

What We're Looking For

- **Education:** Diploma in a health-related discipline (e.g., Kinesiology, Vocational Rehabilitation, Physiotherapy, Occupational Therapy, Nursing, HR). Degree preferred.
- **Experience:** Minimum 3 years in disability management, including physical and psychological claims.
- **Skills:**
 - Strong leadership and decision-making abilities.
 - Expertise in RTW planning and disability best practices.
 - Excellent communication and interpersonal skills.
 - Knowledge of medical conditions, recovery guidelines, and relevant legislation.
- **Technical:** Proficiency in MS Office; experience with electronic documentation is an asset.
- **Other:** Ability to maintain confidentiality, prioritize effectively, and attend work regularly. Criminal reference and vulnerable sector check required.

About Us

Kingston General Hospital is part of a leading academic health sciences center committed to excellence in patient care, research, and education. We foster a culture of collaboration, innovation, and respect—where every team member plays a vital role in improving lives and shaping the future of healthcare.

Ready to make an impact? Apply today and help us create a healthier, more supportive workplace for all. **Please apply online at:** [Kingston Health Sciences Centre – Job Board](#)