

Job Title: Return to Work Specialist

Section: Health, Safety and Return to Work Services

Division: Human Resources

Department: Corporate Services

Range of Pay: \$94,108.77 to \$110,771.01 per annum

Location: Tom Davies Square, Greater Sudbury

The Opportunity

The City of Greater Sudbury is seeking a knowledgeable Return to Work Specialist to support employee health, recovery and safe reintegration into the workplace. Reporting to the Manager of Health, Safety and Return to Work Services, you will supervise the Return to Work Services team and all aspects of occupational and non-occupational case management, ensuring employees, supervisors, unions and medical partners are supported in achieving safe and sustainable return to work outcomes.

If you are a collaborative problem solver with sound judgment and a passion for supporting employee health and well-being, we encourage you to apply. Join the City and become part of a team where you can make a meaningful difference in the lives of our residents.

What You'll Do

- Lead absence and disability management processes and provide supervision and mentorship to the Return to Work Services team.
- Manage WSIB and non-occupational claims, maintaining regular contact with employees and developing early and safe return-to-work plans with Work with employees, supervisors, unions and medical professionals, ensuring compliance with legislation.
- Represent the City in WSIB appeals, including preparing evidence.
- Support grievance resolution and provide expert guidance on the Workplace Safety and Insurance Act, and the Human Rights Code, and related legislation.
- Deliver training and educational sessions for employees and managers.
- Maintain accurate case documentation, manage the claims database (e.g., Parklane) and prepare statistical and performance reports.

What You Bring

- A university degree in a related discipline (e.g., Nursing, Occupational Health), combined with a CDMP designation and at least five years of experience in WSIB and disability management, including a minimum of three years of supervisory experience.
OR
- A college diploma in a related field (e.g., Nursing, Human Resources, Disability Management), combined with Certified Disability Management Professional (CDMP) designation and at least eight years of related experience, plus five years of supervisory experience.
- Knowledge of Parklane software is considered an asset.

Core Competencies

- Strong communication, mediation and relationship-building skills.

- Excellent analytical, organizational and documentation abilities.
- Ability to interpret legislation and apply best practices in disability management.
- Strong problem-solving and conflict-resolution skills; able to work independently and collaboratively.

Language

- Excellent verbal and written communication skills in English are required.

Other Requirements

- Must be physically capable of operating a vehicle safely, possess a valid Class "G" driver's licence and have an acceptable driving record.

Additional Benefits

As part of our commitment to your success, we offer meaningful development opportunities, including support for maintaining your CDMP designation. We provide a comprehensive health benefits plan (100 per cent employer paid), OMERS pension plan, life insurance, an Employee Assistance Program, plus more. We also offer the flexibility to work remotely on an occasional basis, along with a supportive work environment that promotes work-life integration.

How to Apply

Interested candidates should submit their application online at myjobs.greatersudbury.ca. The hiring committee will begin reviewing applications the week of January 12, 2026, and will continue to accept and consider candidates until the position is filled.