

DISTRICT OF SAANICH
CORPORATE SERVICES DEPARTMENT
HUMAN RESOURCES

HR SPECIALIST – DISABILITY MANAGEMENT
Temporary Full-Time Exempt Position – Up to 18 Months or Until
Return of the Incumbent

The District of Saanich is a leading local government organization on Vancouver Island, delivering responsive, people-centred services to a diverse and growing community. Our Human Resources team supports a respectful, inclusive, and high-performing workplace through practical people programs, sound advice, and collaborative service. **Human Resources** is seeking a knowledgeable, compassionate **HR Specialist – Disability Management** to provide disability case management and related advisory services in a complex, unionized municipal environment.

Reporting to the Manager, Employee & Labour Relations & Operations, the **HR Specialist – Disability Management** manages a high-volume disability case load while maintaining the integrity and confidentiality of sensitive employee health information. The role applies disability-management best practices, including coordinating early and safe return-to-work programs; providing advice on benefits administration and eligibility, sick leave management, and the duty to accommodate; and supporting leave management, accommodation, and stay-at-work planning. The Specialist works closely with employees, managers, unions, HR Consultants, Payroll, and external service providers to coordinate timely, respectful, and effective support. The role also contributes to program administration, wellness initiatives, policy and process improvements, reporting, training, and collective bargaining support as required.

Requirements include a university degree in a related field, together with three to five years of experience in disability case management and benefits administration, preferably in a unionized environment. You bring working knowledge of current disability-management and benefits-administration practices, as well as relevant employment and human-rights legislation. Strong consultative, analytical, problem-solving, communication, conflict-resolution, and confidentiality skills are essential, along with demonstrated proficiency using computerized office applications, HRIS, and disability-management software. **In this position, you** will exercise sound judgment; build collaborative relationships with a broad range of stakeholders; and independently manage multiple priorities in a fast-paced environment. An equivalent combination of education and experience may be considered.

The following professional designations are considered assets: Certified Disability Management Professional (CDMP), Certified Return to Work Coordinator (CRTWC), Certified Vocational Rehabilitation Professional (CVRP), Return to Work Disability Manager (RTWDM), Canadian Occupational Health Nurse (COHN(C)), or Canadian Registered Safety Professional (CRSP).

This is a temporary full-time exempt position with an annual salary range of \$104,835 – \$123,270 (2026 rate). The District of Saanich offers a competitive total compensation package, including a full benefits package. Additional details, including the job description and competition information, are available at www.saanich.ca. **Please apply by November 5, 2026, at 11:45 p.m., quoting competition 26251.** Although we thank all applicants for applying, only those under consideration will be contacted.

The District of Saanich is proud to once again be recognized as one of BC's Top Employers for 2026. As an inclusive, supportive, and high performing organization, we are committed to fostering a workplace that reflects the diversity of the community we serve. We aim to attract and retain passionate, skilled individuals from all backgrounds, demographics, and life experiences, and we are dedicated to creating an environment where everyone can contribute and thrive. If you require an accommodation at any stage of the recruitment process, please contact accessibilityHR@saanich.ca in confidence. We are here to support your full participation.