

EDMONTON

Disability Management Consultant

Job Number: 15771

Revised - Number of Openings

This posting is for up to 2 full time, permanent positions, and up to 2 full-time temporary positions with a duration of up to 12 months each.

Disability Management Services is looking for a permanent Disability Management Consultant to join the team and support a client area through the provision of services related to short term disability, long term disability and Worker's Compensation Board (WCB) claims.

Disability Management Consultants (DMC's) at the City of Edmonton are responsible for effectively managing Short Term, Long Term and WCB Disability files. DMC's will adjudicate Short Term Disability Benefit Claims ensuring that employees receive appropriate sick benefits while controlling the financial costs of these benefits offered by the City of Edmonton. Effective case management tools include development and implementation of return to work plans, taking the driving role in the Duty to Accommodate process to prevent lost time from work, utilizing medical assessments when appropriate and implementing current best practices in the field. The DMC has a key role in ensuring compliance with Human Rights Legislation relating to discrimination and disability. In addition, the DMC is responsible to protect and manage confidential information on behalf of our employees.

As a DMC, your duties include:

- Adjudication of Short Term Disability Benefit claims, including direct contact with employees, supervisors, health care providers, union representatives and/or advocates
- Monitoring service delivery provided by Long Term Disability Providers and WCB, while working closely to ensure claims are managed effectively as part of the overall program that supports employees
- Developing and monitoring comprehensive Return to Work plans and accommodations related to short term, long term, and WCB claims
- Leading the Duty to Accommodate process to ensure compliance with legislation, Collective Agreements and the Duty to Accommodate Framework Agreement
- Consult and provide advice on issues such as Addictions/Substance Abuse, Fitness for Work, available services (EFAS), Attendance Management, etc.
- Actively contributing to an ongoing improvement of Disability Management practices and processes at the City of Edmonton

If this sounds like an opportunity you would be interested in, please apply on-line by including: A cover letter, resume, and academic transcripts as part of your application. To visualize what it is like to be on our team visit us at our [Leadership Talent Hub](#).

Qualifications:

As the successful candidate, you will possess the following qualifications:

- University Degree in Social Sciences/Health Related discipline is desired, OR a College Diploma supplemented with experience and Disability Management course work
- A minimum of 5 years of related professional experience in Disability Case Management
- Strong understanding of, and ability to critically use the information pertaining to medical conditions, available treatments, duration guidelines and resulting work restrictions
- Knowledge of, and the ability to interpret, Corporate Policy and Procedures (e.g., Duty to Accommodate Framework and Process, City of Edmonton Working Relationship Agreement), Collective Agreements, Provincial and Federal Legislation (e.g. Human Rights, Workers Compensation Act, and The Freedom of Information and Protection of Privacy Act)
- Excellent interpersonal, written and oral communication and conflict management skills
- Ability to work independently with strong emphasis on accountability and professional expertise
- Experience working within a multi-unionized environment would be an asset
- Experience dealing with addictions and/or mental health issues would be an asset
- Proficient computer and keyboarding skills (Google Apps/Gmail)
- Experience with Medgate would be an asset
- A security clearance from the Edmonton Police Service or local RCMP detachment that is satisfactory to the City of Edmonton is a condition of employment and is required **prior to starting** in this position

Note:

- Equivalent combination of education, training, work experience, and a demonstrated commitment to ongoing learning may be considered

Hours of Work: 36.9 hours per week. Monday - Friday. Hours of work may be subject to the terms and conditions of a variable hours of work program.

Salary Range: 91M, Salary Grade: PT2, \$67,584 - \$96,546 (Annually)

General:

- Applicants may be tested
- The City of Edmonton thanks applicants for their interest in this opportunity. Candidates considered for the position will be contacted
- We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals

The Province of Alberta is a party to the federal Agreement on Internal Trade, the Trade, Investment and Labour Mobility Agreement with British Columbia, and the New West Partnership with British Columbia and Saskatchewan. All of these agreements promote labour mobility between the provinces. Applicants may obtain information regarding recognition of extraprovincial credentials at <http://www.newwestpartnershiptrade.ca/>.

Recruitment Consultant: ES/MG

Classification Title: Disability Mgmt Consultant

Posting Date: January 3, 2014

Closing Date - 11:00 p.m. MST on: Open until filled

Number of Openings (up to): 4 - Permanent and Temporary Positions Full-time

Union: Management

Department: Employee Safety & Wellness (Corporate Services)

Work Location(s): Century Place, 9th Floor, 9803 - 102A Avenue Edmonton T5J 3A3



Want to apply? Need more details? Visit www.edmonton.ca/careers

OR <https://edmonton.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=15771&JB-10535>

Use our easy online system to complete all application requirements immediately and efficiently.

Applicants applying by fax (780)496-8063 or by mail/drop-off at the Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB T5J 2R7, will be forwarded necessary application documents.