



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Posting Number: 005176

Job Title: Temporary Full-Time Accessibility Advisor

City: Oshawa **Province:** Ontario

Employment Group: Exempt **Wage Rate:** N-\$93,373 - \$109,852 per annum **Standard Weekly Hours of Work:** 36.25 **Shift Work Required:** No

Posting End Date: 2025/01/31

Job Description

Reporting to the Director, Diversity, Equity and Reconciliation, the Accessibility Advisor is responsible for preparing and advancing the legislated Oshawa Accessibility Plan and the Oshawa Age-Friendly Strategy by leading, coordinating and executing accessibility and age-friendly strategies, priorities and key initiatives.

Working closely with leaders, staff, community stakeholders and external resources, the Advisor acts as a primary City staff resource for accessibility and age-friendly initiatives. The Advisor recommends effective directions, implements and coordinates accessibility and age-friendly initiatives throughout the City workforce, workplace and the community it serves.

Responsibilities:

- Leads the development, implementation and monitoring of the multi-year Oshawa Accessibility Plan including leading various actions; audits and inventories current accessibility initiatives; prepares and delivers communications
- Provides guidance and leadership within the corporation and the community on accessibility and age-friendly matters, including:
 - Interpreting legislation for the purpose of compliance with laws and developing City policies, practices and procedures
 - Ensuring education and training opportunities are provided

- Reviewing site plans, facility designs and community improvement plans and recommending accessibility improvements
- Leads policy advisory and liaison activities for the Oshawa Accessibility Advisory Committee
- Ensures application of guiding principles and an accessibility and age-friendly lens in the delivery of programs, services and facilities
- Provides community outreach by building strong partnerships, engaging with people with disabilities and older adults to obtain feedback on City's programs, facilities and services
- Conducts research and preparing Council reports and grant applications

Requirements:

- Demonstrated knowledge and skill associated with completion of a four (4) year degree in Human Resources, Business Administration, Disability Studies or related field of study plus five (5) years of relevant experience managing, developing and successfully implementing accessibility and age friendly policies and programs within a public or private sector organization
- Advanced Accessible Document Design and Remediation Competencies with Adobe Acrobat DC
- Advanced level of proficiency in Microsoft Office applications and related software
- Expert knowledge of Ontario Building Code, Accessibility for Ontarians with Disabilities Act, Ontario Regulation 191/11, Web Content Accessibility Guidelines (WCAG) and the Human Rights Code along with Site Plan Review knowledge and the WHO Age Friendly Communities Framework
- Extensive knowledge/sensitivity of the needs/barriers experienced by people with various types of disabilities (i.e. vision, hearing, learning/cognitive disabilities, mental health, etc.) and the aging population (i.e. housing, communication, social participation, etc.)
- Excellent verbal and written communication skills
- Problem solving, analytical, project coordination and organizational skills

Apply online: <https://oshawa.jobs.net/en-CA/search>

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.