



CITY OF OTTAWA

Consultant, Disability Management

Finance and Corporate Services Dept., Human Resources Services , HR Business Services Branch

1 Full Time Temporary Position – Up to 1 year - 35 hrs/week

Salary: \$81,359.46 - \$102,891.88 annually (2025 rates of pay)

Location: 100 Constellation Dr., Ottawa, Ontario

Competition #: 16513

Deadline: 03/04/2025

Job Summary

Join Our HR Business Services Team! As a key member of our HR team, you will manage the full range of return-to-work services for employees with non-occupational illnesses or injuries. This includes advising and coaching management on disability claims, absence management strategies, and active return-to-work programs. You will monitor and track trends related to Short Term Disability (STD) and Long Term Disability (LTD) absences, identifying opportunities to support management in developing absence prevention and early intervention strategies. **Key Responsibilities:**

- Plan, coordinate, and manage activities related to Short Term and Long Term Disability Benefits.
- Collaborate with employees, supervisors, union representatives, managers, Labour Relations, the medical community, and insurance carriers on return-to-work and accommodation issues.
- Deliver disability claims management education and training across all levels of the corporation. Join us to make a meaningful impact on our employees' well-being and organizational health!

Education & Experience

Completion of degree or diploma in nursing, psychology, disability case management, physiotherapy, occupational therapy, vocational rehabilitation or other health related field, including some academic training in Disability Case Management and/or Occupational Health and Safety.

Minimum of 3 years of experience in Disability Case Management, including experience working in a highly unionized work environment.

For more information and to apply, visit our career site at <http://ottawa.ca>.

We thank all candidates for their interest, however, only those selected to continue in the selection process will be contacted.

The City of Ottawa promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from women, Aboriginal peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. The City of Ottawa provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the

selection process, please advise us if you require any accommodation.

Accessible formats and communication supports are available upon request. Please contact the HR Service Centre at 613-580-2424, extension 47411.