

The City is seeking an experienced HR Professional to join our team!

**Job Status:** Full-time, Temporary (35 hours per week, for an estimated period of 12 months)

**Division:** Corporate Services

**Department:** Human Resources

**Union:** Non-Union

**Salary:** \$78,551.20 – \$99,426.60

**Closing Date:** May 9, 2025

## About the City of Sarnia

Located at the mouth of the St. Clair River on the shores of Lake Huron, the community of Sarnia is known for its breathtaking waterfront, pristine beaches and beautiful parks system. Situated on the American border, just a short drive from London, Ontario, the community boasts a host of recreational opportunities, state-of-the-art healthcare, a vibrant cultural scene, and excellent education paired with a high standard of living and mild climate.

Ranked one of the most affordable medium-sized cities in Ontario, Sarnia, with its 72,000 residents, is home to over 1,000 acres of parkland and 40 km of trails in addition to 4 golf courses, 16 art galleries, 6 museums, and 3 theatres across the County.

## The Role

Under the general direction and guidance of the Human Resources Manager, the Disability Management Specialist provides strategic and operational support, comprehensive and professional advice, coaching and counselling to all City Departments regarding disability, attendance and accommodation claims management consistent with provincial legislation and corporate policies and procedures. The incumbent will take a proactive and strategic approach to disability and rehabilitation case management for medical accommodation requests, short term (sick bank) health-related absences, WSIB accommodation and return-to-work, long-term disability claims, the Employee Assistance Program and workplace wellness programs for the entire corporation, including the ongoing facilitation of corporate-wide mental health training

## Qualifications

- Diploma or Degree in Human Resources or related discipline, plus two (2) to three (3) years of related work experience within a unionized municipal environment; or an equivalent combination of education, training and experience.

## The Candidate

The successful candidate will have the following demonstrated competencies:

- Thorough knowledge of human resource functions, particularly disability and attendance management, wellness, and Human Resource Information Systems (HRIS);
- Thorough knowledge of applicable employment legislation, regulations, standards and practices;
- Experience working with agencies such as WSIB, insurance companies, physician's offices and health care and service providers;
- Analytical and problem solving skills;
- Interpersonal skills
- Organizational and time management skills
- Proficiency in Microsoft Office Suite, and Human Resources Information Systems (HRIS).

## Why Work With Us

It's an opportunity to work in a dynamic and collaborative environment where your organizational skills, attention to detail, and professionalism will be highly valued.

For temporary employees, the City offers competitive salaries, access to our Employee & Family Assistance Plan (EFAP), and the option to enrol in the OMERS (Ontario Municipal Employees Retirement System) pension plan.

We are an organization focussed on the health and well-being of our employees, including a priority on work-life balance delivered through a unique earned-day-off package in addition to vacation time offerings.

The City is an inclusive and equitable Corporation that encourages applications from qualified individuals of all genders, persons with disabilities, members of visible minorities and Indigenous persons. Appropriate accommodations will be provided upon request throughout the hiring process as required by the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Information received relating to accommodation and diversity will be addressed confidentially.

*Personal information is being collected under the authority of the Municipal Act and will be used to determine the qualifications for employment with The Corporation of the City of Sarnia. Questions about this collection should be directed to the City Clerk, 255 Christina St. N., Sarnia, ON N7T 7N2, 519-332-0330 ext. 3366.*

**[APPLY HERE](#)**