



**The Corporation of the City of Brantford
Human Resources Department**

requires

**Disability Management Specialist
Job ID# 2400**

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager of Health, Wellness and Safety, the Disability Management Specialist is responsible for providing advice, guidance and support to City management, staff, multiple unions and third party providers to ensure compliance with disability management legislation (i.e. WSIA; Human Rights Code; OHSA), corporate policies and standards. The incumbent is required to proactively manage straight forward incidents and handle more complex files (with Management assistance) related to WSIB, sick leave, LTD claims, etc. In addition, the Disability Management Specialist facilitates the reintegration of disabled/ill workers through effective modified work programs and work place accommodations to support employees staying at work and/or safe/timely return to work (RTW) in cooperation with all workplace parties (i.e. employees; unions; management; third party providers; health care providers; etc.). The Disability Management Specialist contributes to the promotion and advancement of an integrated model of prevention through health and safety and the development and implementation of corporate wellness strategies and initiatives.

QUALIFICATIONS

- Post secondary education of a minimum two (2) year community college diploma in Human Resources, Disability Management, Occupational Health & Safety or related field
- A professional designation in a related field is considered an asset
- Minimum three (3) years experience in a related field, preferably in the public sector or unionized environment
- Experience with Workplace Safety and Insurance Board (WSIB) case management, adjudicating disability claims for Short Term Disability and acting as a liaison with Long Term Disability (LTD) Insurance carriers
- Experience in the development and/or delivery of training programs
- Knowledge and demonstrated ability in core competencies such as communication, innovation, teamwork and collaboration and personal ownership
- Proven knowledge of the Occupational Health and Safety Act, the Workplace and Insurance Act, the Ontario Human Rights Code and all other applicable legislation and best practices as it relates to Disability Management, Attendance Management, Accommodations and Return to Work
- Strong organizational skills, with the ability to manage multiple and changing demands and priorities
- Strong verbal, written and interpersonal skills are essential
- Ability to work in a team is vital, as well as the ability to work independently

- Experience working with computer applications including MS Word, Excel, Outlook, Parklane Systems, and HR Management or Attendance systems
- Possess a valid Class 'G' driver's license in good standing and a reliable vehicle for use on corporate business

WAGE/SALARY RANGE: \$37.62 to \$47.03 per hour (based on a 35-hour work week) plus benefits

To apply on-line, please visit the City of Brantford website at <https://brantford.ca/careers> and click on **Current Opportunities**.

Closing date for applications: **Thursday, August 28, 2025, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.