



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/15

Accommodation and RTW Consultant, HR

Job ID	377207-1-9951	
Web Address	https://careers.indigenous.link/viewjob?jobname=377207-1-9951	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2023-10-31	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter. The team Workplace Wellbeing Services is committed to strengthening TMU as a healthy, diverse, inclusive and equitable workplace.

We help create a culture where all employees can bring their whole selves to work, we:

- provide information, guidance and support to leaders and employees when an employee experiences a health-related issue that may result in short or long term sick leave.
- work with leaders, employees, unions and human resources to identify, implement and monitor accommodation plans for employees with disabilities.
- develop policies that articulate TMU's commitment to employees with disabilities.
- provide programs and resources that support employee wellbeing and healthy workplaces; and,
- provide trauma informed support for TMU staff and faculty affected by sexual violence and other forms of gender based violence.

You can find out more about our people- first philosophy and values by reading about who we are and what we do here.

The Opportunity

The Workplace Wellbeing Services team is looking for an Accommodation & Return to work Consultant, to coordinate accommodations and the return to work of employees with disabilities into the Toronto Metropolitan University (TMU) workforce. As an Accommodation & Return to Work Consultant, you will be responsible for identifying options and strategies for safe early return to work, and accommodation plans that allow faculty and staff with disabilities to participate to the fullest extent possible at TMU. You will provide case monitoring and follow up to ensure benchmarks in return to work and accommodation plans are met, or to initiate review and reassessment of plans. Based on expert knowledge of accommodation strategies, legislated requirements, and individual needs, medical restrictions and job demands analysis, you will provide advice and assistance to employees and management on options and resources in return to work and accommodation planning for employees with temporary or permanent disabilities in or entering the TMU workforce, or returning from Sick Leave or Long Term Disability (LTD).

Other responsibilities include:

- Managing case files by researching and gathering all relevant materials, and by liaising with employees, managers, union representatives and third party service providers to facilitate successful return to work strategies.
- Ensuring all stakeholders are aware of their responsibilities; proper documentation is completed in a timely manner; all parties are kept informed on the status of the claim, and providing monitoring and follow up, ensuring benchmarks are met or plans are reassessed and modified when required.
- Promoting positive and effective team interaction between stakeholders, including university leaders, faculty and staff, union representatives, HR Partners, and Pensions and Benefits staff.
- Maintaining active liaison with other accommodation and disability management practitioners and the University's external benefits consultant; attends training and development programs. Establishing and maintaining a network of resources and contacts with accommodation and return to work and healthy workplace expertise.
- Contributing to establishing, maintaining and improving the programs and processes of the Workplace Wellbeing Services unit, and integration of the unit's work within the work of other units and departments. Participating in related intra/inter department projects..

Qualifications To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Bachelor's degree in Occupational Health, Kinesiology, Nursing, Social Work or other related academic program.
- A minimum of five (5) to seven (7) years of recent experience developing and implementing employee accommodation and return to work policies

and procedures in a unionized public sector workplace with a wide variety of professional, administrative and operational jobs, preferably in a university or community college, applying a trauma-informed & healing centered approach. Training and experience in supporting employees in the workplace affected by sexual violence or gender-based violence would be considered an asset.

- Experience applying and working knowledge of employment regulations including the Occupational Health & Safety Act, Ontario Human Rights Code, Employment Standards Act, Workplace Safety and Insurance Act, and the Accessibility for Ontarians with Disabilities Act and Standards.
- Professional certification or registered professional status within disability management preferred, such as NIDMAR Certified Return to Work Coordinator Certification (RTWC), NIDMAR Certified Disability Management Professional (CDMP) or Registered Rehab Professional (RRP) would be considered an asset.
- Return to work case management expertise with ability to interpret medical information and identify rehabilitation/accommodation options;
- Knowledge and understanding of equity and diversity issues and their relationship with disability management;
- Proven ability to analyze physical and cognitive job demands and employee abilities information, including medical information, to identify accommodations and modifications to facilitate entry to work, remaining at work, and timely and safe return to work;
- Proven case management skills including the ability to multitask and prioritize competing demands, creatively problem solve, and building consensus on solutions to complex and contentious situations;
- Excellent judgment to assess complex legal, psychological, social, medical and workplace factors, to identify appropriate accommodation and return to work plans;
- Facilitation skills to effectively lead case management teams, building cooperation and buy in to shared goals and responsibilities between employees, managers, health professionals and bargaining agents;
- Knowledge of confidentiality and privacy issues related to personal health information; - tact and discretion to draft accommodation and return to work plans, to communicate about matters involving sensitive and personal information;
- Excellent human relations, conflict resolution skills, very strong communication, including listening and negotiation skills;
- Analytical skills to determine and recommend appropriate action, to interpret health-related information, deal with issues, and identify barriers to case resolution.

Additional Information

Position Number(s) 20004847

Reports To Director, Workplace Wellbeing Services.

Department Human Resources

Vacancy Type Term 12 months, with possibility of extension

Employee Group MAC

Work Location Hybrid

Start Date ASAP

End Date -

Hours of Work 36.25

Grade C52

Salary Scale \$83,758 - \$133,796

Hiring Salary Range -

TA Specialist -

Posting Date March 26, 2024

Application Close Date April 15, 2024

Additional Notes:

- An equivalent combination of education and experience may be considered.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.
- As part of the selection process, candidates may be required to complete an occupational assessment. Applications will only be accepted online through Toronto Metropolitan University's career site.
- Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please submit your request through the AskHR webform. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Accommodation and RTW Consultant, HR