



**OTTAWA-CARLETON**  
DISTRICT SCHOOL BOARD



The Ottawa-Carleton District School Board is the largest school board in Eastern Ontario and offers students and parents a world of choice for learning. Our nearly 150 schools offer a wide range of programs to promote learning excellence and meet the individual needs of students, parents, and the community at large. Our schools are teaching communities where principals, vice-principals, teachers and support staff nurture student well-being and challenge students to achieve their best.

**We are seeking a creative, dynamic, committed professional to join our team as :**

## **Team Manager, Employee Wellness**

**100% Regular**

**Monday - Friday, 35 hours per week**

**\$105,605 to \$124,266 per annum (Union Exempt, Level 9)**

Reporting to the General Manager, Employee Safety and Wellness, the Team Manager oversees the disability management and WSIB claims management programs and will have a collaborative role in the development and implementation of employee wellness initiatives that are evidence based, culturally and equity proficient and measurable. Provides support to the General Manager and Superintendent on strategic planning, analysis, development, management and evaluation of the disability management programs. The Team Manager also directly supports complex disability management and WSIB claims management cases, including supporting a team of wellness professionals. The Team Manager works alongside and supports a range of stakeholders, including system leaders, school administrators, staff, and community partners to support system priorities.

### **Qualifications**

- Post-secondary degree in a related field, as well as 3 to 5 yrs as a Disability Management professional or an equivalent combination of education and experience.
- A Certified Disability Management Professional Designation would be considered an asset.
- Knowledge of *Workplace Safety Insurance Act*, and supporting regulations, *Occupational Health & Safety Act*, *Human Rights Code*, the *Employment Standards Act*, *Personal Health Information Protection Act*.
- Knowledge of human resources practices and processes, specifically related to disability management, return to work and accommodations, legislation specific to WSIB, OHS, Human Rights Code, Ontarians with Disabilities Act, Employment Standards Act.
- Experience managing benefits programs (e.g. short term disability, long term disability, medical & dental) would be an asset
- Excellent interpersonal and communication skills (oral and written) required in order to respond, clarify or request pertinent information from others, either in writing or through verbal conversations, and demonstrates interpersonal qualities to establish and maintain effective working relationships, including using sensitivity and empathy with affected stakeholders.
- Oral communication skills for making presentations, to small or large groups.
- Ability to apply sound change management practices.
- Experience with conventional occupational health and safety management systems.

- Ability to use tact, diplomacy and discretion in daily interactions.
- Conflict resolution and problem solving skills are required.
- Organization skills, as well as time management techniques for planning, organizing and prioritizing work, programs, projects, and ensuring deadlines are met.
- Demonstrated ability to work collaboratively with a diverse range of stakeholders.
- Self-motivated, self-directed, strong initiative and the ability to work independently and as an effective team member.
- Computer technology skills, including proficiency with Microsoft Office (e.g. Word, Excel, Power Point) and google applications.

Note: access to reliable transportation is required to visit school/administrative sites.

## Application Process

The Ottawa-Carleton District School Board uses Apply to Education (ATE) to manage applications for all job competitions. If you do not have an existing ATE account, you will be asked to create one. Choose *ECE, EA & Support Staff* as the job category.

**Qualified Candidates are invited to submit their application through the following link: [Team Manager, Employee Wellness Posting](#)**

**Application Deadline: January 5, 2025 at 4:00 pm**

*We thank all applicants that express an interest in this position; however, only those selected for an interview will be contacted.*

OCDSB employees serve students, colleagues, families and community partners. We invite people of all abilities, orientations, faiths, ethnicities, races, genders and ages to join us as we create learning and working spaces that honour the unceded and unsundered land of the Algonquin people, and respect, value and increasingly reflect the diversity of Ottawa. Your lived experience is an essential contribution to deliver the education every student deserves with dignity.

If you require accommodations at any point in the selection process, please send an email to [hrcompetitions@ocdsb.ca](mailto:hrcompetitions@ocdsb.ca) at any time.

**EDUCATING FOR SUCCESS - BUILDING BRIGHTER FUTURES TOGETHER**