**Bilingual Disability Case Manager**

**Our story**

At Alight, we believe a company’s success starts with its people. At our core, we Champion People, help our colleagues Grow with Purpose and true to our name we encourage colleagues to “Be Alight.”

**Our Values:**

**Champion People** – be empathetic and help create a place where everyone belongs.

**Grow with purpose –** Be inspired by our higher calling of improving lives.

**Be Alight –** act with integrity, be real and empower others.

It’s why we’re so driven to connect passion with purpose. Alight helps clients gain a benefits advantage while building a healthy and financially secure workforce by unifying the benefits ecosystem across health, wealth, wellbeing, absence management and navigation.

With a comprehensive total rewards package, continuing education and training, and tremendous potential with a growing global organization, Alight is the perfect place to put your passion to work.

Join our team if you Champion People, want to Grow with Purpose through acting with integrity and if you embody the meaning of Be Alight.

Learn more at [careers.alight.com](https://careers.alight.com/us/en).

**THE ROLE**

Reporting to the Manager, Disability Operations, you are responsible for supporting employees during health-related absences. In this role, you will assess barriers to return-to-work, engage with stakeholders, and implement strategies for successful returns or alternative plans.

**RESPONSIBILITIES**

* Conducting case assessments and gathering information for assessment purposes.
* Developing and documenting an understanding of the situation and the factors affecting the employee's return to work.
* Providing interventions such as medical management and coordination of occupational interventions.
* Collaborating with employees and their employers to determine appropriate return-to-work goals and providing support in the planning process.
* Communicating with HR representatives regarding case management issues that may impact the workplace.
* Managing the transition to LTD and provide necessary information to ensure a seamless process.
* Attending department meetings and contributing to other projects and tasks as assigned.

**REQUIREMENTS**

* Possess at least 3-5 years of experience in Disability Case Management, or an equivalent combination of experience and specialized education.
* Demonstrates exceptional interpersonal, assessment, and problem-solving skill.
* University degree in a related field. Extra courses in areas like health, rehabilitation, disability law, mediation, HR, or psychology are a considered an asset.
* Bilingual in French and English

**Flexible Working**

So that you can be your best at work and home, we consider flexible working arrangements wherever possible.  Alight has been a leader in the flexible workspace and “Top 100 Company for Remote Jobs” 5 years in a row.

**Benefits**

We offer programs and plans for a healthy mind, body, wallet and life because it’s important our benefits care for the whole person. Options include a variety of health coverage options, wellbeing and support programs, retirement, vacation and sick leave, maternity, paternity & adoption leave, continuing education and training as well as a number of voluntary benefit options.

By applying for a position with Alight, you understand that, should you be made an offer, it will be contingent on your undergoing and successfully completing a background check consistent with Alight’s employment policies. Background checks may include some or all the following based on the nature of the position: SSN/SIN validation, education verification, employment verification, and criminal check, search against global sanctions and government watch lists, credit check, and/or drug test.  You will be notified during the hiring process which checks are required by the position.

**Our commitment to Diversity and Inclusion**

Alight is committed to diversity, equity, and inclusion. We celebrate differences and believe in fostering an environment where everyone feels valued, respected, and supported. We know that diverse teams are stronger, more innovative, and more successful.

At Alight, we welcome and embrace all individuals, regardless of their background, and are dedicated to creating a culture that enables every employee to thrive. Join us in building a brighter, more inclusive future.

As part of this commitment, Alight will ensure that persons with disabilities are provided reasonable accommodations for the hiring process. If reasonable accommodation is needed, please contact [alightcareers@alight.com](mailto:alightcareers@alight.com).

**Diversity Policy Statement**

Alight is an Equal Employment Opportunity employer and does not discriminate against anyone based on sex, race, color, religion, creed, national origin, ancestry, age, physical or mental disability, medical condition, pregnancy, marital or domestic partner status, citizenship, military or veteran status, sexual orientation, gender, gender identity or expression, genetic information, or any other legally protected characteristics or conduct covered by federal, state or local law.   In addition, we take affirmative action to employ and advance in the employment of qualified minorities, women, disabled persons, disabled veterans and other covered veterans.

Alight provides reasonable accommodations to the known limitations of otherwise qualified employees and applicants for employment with disabilities and sincerely held religious beliefs, practices and observances, unless doing so would result in undue hardship. Applicants for employment may request a reasonable accommodation/modification by contacting his/her recruiter.

**Authorization to work in the Employing Country**

Applicants for employment in the country in which they are applying (Employing Country) must have work authorization that does not now or in the future require sponsorship of a visa for employment authorization in the Employing Country and with Alight.

Note, this job description does not restrict management's right to assign or reassign duties and responsibilities of this job to other entities; including but not limited to subsidiaries, partners, or purchasers of Alight business units.