



Disability Management Specialist

Classification: Permanent Full-Time; Unionized

Number of Vacancies: 1

Hours of Work: 40 hours per week, including paid 1-hour lunch. Day shift.

Salary Range: \$77, 134.41- \$96,418.02

Location: On-site at 15 Wyndham Street South, Guelph.

*The Current collective agreement expired on December 31, 2023. Wages are subject to negotiated adjustments through collective bargaining.

The Guelph Police Service is seeking an experienced Disability Management Specialist to join our team. Guelph is a vibrant city of approximately 151,000 people located in the heart of southwestern Ontario, 100 km west of Toronto. As well as being home to the University of Guelph, the community offers a diverse variety of recreational, manufacturing, service, technology and innovative enterprises. The Guelph Police Service is committed to community policing in partnership with all residents, businesses and organizations in Guelph. The Service has an authorized complement of 236 police officers and 122.9 civilian members and has an annual operating budget of over \$61 million dollars.

What we offer:

- Paid vacation days, increasing with years of service;
- Defined benefit pension plan with OMERS, including 100-percent employer matching;
- Extended life, health and dental benefits;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Training and development opportunities including tuition assistance;
- On-site fitness facility;
- Employee wellness and recognition programs.

Position Overview:

The Disability Management Specialist administers and provides professional and confidential support of the Guelph Police Service's attendance and occupational and non-occupational injury and illness disability management programs. Committing to our values of Pride, Service and Trust, the successful candidate will work together to help the Guelph Police Service to contribute to the positive growth and development of our members.

Position Qualifications:

- Knowledge of Disability Management practices, normally acquired through the completion of a university degree/college diploma in Human Resources, Disability Management,

- Occupational Health and Safety, Health Sciences or related field and a minimum of 3-years of recent and relevant experience in disability management and WSIB Claims Administration
- Experience in a unionized and public sector environment is preferred
 - Must have a strong working knowledge of the Workplace Safety and Insurance Act (WSIA) and its related policies as well as knowledge of the Ontario Occupational Health and Safety Act (OHSA), Ontario Human Rights Code (OHRC) and other relevant legislation
 - A designation as a Certified Disability Management Professional (CDMP) or Certified Return to Work Coordinator (CRTWC) is an asset
 - Strong verbal and written communication skills are required, as well as conflict resolution skills
 - Presentation skills are required
 - Excellent multi-tasking, organization, planning and time management skills
 - Professionalism and ability to maintain confidentiality
 - A team player who can interact and transfer information to other members of the team
 - Advanced skills in Microsoft Office (Word, Excel and PowerPoint)

Please visit <http://www.guelphpolice.ca/en/> for further details and instructions to apply. The application deadline for this position is **4:00 pm on January 31, 2025**.

We thank you for your application, however, only those under serious consideration for the position will be contacted.

The Guelph Police Service is committed to equitable treatment of all individuals in accordance with the *Ontario Human Rights Code*, *Accessibility for Ontarians with Disabilities Act, 2005*, and the Guelph Police Service accommodation procedure. This Service is committed to accommodating any individual needs in all employment practices. Please let us know if you require an accommodation to ensure that you can participate fully and equally during the recruitment and selection process.