

**Return to Work Officer - Short Term Sick Leave and Disability Plan (STSLDP)[[1]](#footnote-1)**

**vision**

The Toronto Catholic District School Board (TCDSB) is proud to be a significant part of the fabric of publicly funded Catholic education in the province of Ontario. We serve approximately 84,000 students in nearly 200 Catholic schools in the City of Toronto and represent close to 475,000 Catholic school supporters.

At the TCDSB, we grow in knowledge, with justice and hope. The TCDSB is an inclusive Catholic learning community that nurtures faith development and academic excellence through the love of God, neighbor, and self.

We fully engage students in learning that supports their academic, spiritual, socio-emotional, and physical growth and development. At TCDSB, we have a long and distinguished history of providing excellence in Catholic education for the Toronto community.

The Ontario Catholic School Graduate Expectations our Catholic values, and the Board’s Pastoral Plans are foundational to our exemplary approach to teaching and learning in the 21st Century.

With a staff of 14,000, the TCDSB is a dynamic school board and is seeking a temporary **Return to Work Officer-Short Term Sick Leave & Disability Plan** within the **Human Resources Department** **for a one (1) year contract.**

We are an inclusive employer. All interested applicants are welcome to apply.

**key accountabilities**

Reporting to and under the direction of Disability Case Specialist(s) – Short Term Sick Leave and Disability Plan, the primary function of this position is to facilitate the Board’s Return to Work (rehabilitation) program and Modified Work Plans that result from Short Term Disability claims as well as other disability related absences in accordance with all the legislative and medical requirements/guidelines, and Board policies and procedures.

* Develop, coordinate and implement Modified Work Plans for the Sick Leave and Disability Department resulting from STD and LTD absences and other disability related absences/accommodations
* Conduct negotiations between the injured employee, the carrier (if applicable), the treating physician, and the employee’s immediate direct report to facilitate early and safe return to work
* Create appropriate modified job plan for transition back to work
* Communicate with the appropriate treating physician to determine changes in the status of the injured employee’s level of disability (i.e. from totally disabled to partially disabled)
* Track and monitor progression of modified work plans, including absence coding
* Prepare performance statistics on modified work program and maximizing usage of the Parklane/HRIS software for efficient claims management
* Act as resource person for Modified Work Committee, keeping the Committee informed of T.C.D.S.B.’s practices and procedures and the current legislation as well as providing the Committee with necessary statistical reports and expertise on all sick leave related matters
* Prepare submissions for grievances and arbitrations for supervisors’ review
* Perform other related duties and assistance to the department as required

**requirements**

* 3-year College Diploma Human Resources or related field
* Minimum one (1) year disability management experience and specifically in facilitating safe and early return to work programs in occupational and non-occupational disability/disease
* NIDMAR Certified Return to Work Coordinator Certification (RTWC) or Registered Rehabilitation Professional (RRP) is an asset
* Specialized training in disability claims management, dispute resolution or equivalent in actual related experience
* Advanced computer skills with knowledge and experience in software MS applications such as Word and Excel
* Familiarity with Parklane software an asset
* Excellent interpersonal abilities in working with sensitive situations with all level of employees
* Proven written and verbal communication skills
* Demonstrated ability to deal with constant demands, deadlines and interruptions
* Must possess a valid driver’s license and own vehicle available to use for travel within the Greater Toronto area (eligibility for mileage reimbursement)

This is a non-union **Level 10** position with a salary range of **$69,596 - $86,994.**

**who we are**

Our mission at TCDSB is to inspire learning – in every way – and support our students and employees.

Employees who work in our corporate setting are passionate and have a strong belief in our mission and making TCDSB a leader in public education. We are:

* Committed to Equity, Diversity, and Inclusion
* Accountable
* Relationship builders
* Adaptable
* People developers – we engage, coach, and develop
* Continuous improvers and innovators; and
* Team oriented

We know and believe that diverse and inclusive teams empower us to make better decisions and inspire continuous improvement so that we can better serve our students, communities, and employees.

As an equal opportunity employer, we welcome applications from individuals who would contribute to the further diversification of our staff, including but not limited to, those who are Indigenous, Black, 2SLGBTQ+, and racialized. You are invited to voluntarily indicate if you identify as such a person. This information will be kept confidential.

The TCDSB is committed to providing barrier-free and accessible employment practices in compliance with Accessibility for Ontarians with Disabilities Act (AODA).

Should you require code-protected accommodation through any stage of the recruitment process, please let us know when contacted. We will work with you to meet your needs.

Disability-related accommodation during the application process is available upon request. Learn more about the TCDSB Fair Hiring Policies and Accommodation Process. <https://5il.co/1dkld>

Our hybrid work model balances working from home and meaningful in-person interaction at our Catholic Education Centre located at 80 Sheppard Ave, E, Toronto, ON.

All interested applicants are asked to apply online no later than **January 21, 2025** via Apply To Education: <https://network.applytoeducation.com/Applicant/jobposting/jobdetails.aspx?JOB_POSTING_ID=30c1ad32-e6cd-47a4-bbbc-3a08ea445cae&PAGE=1&locale=en&maf=0&sReferer=MAFINDEEDFEED>

We thank all prospective applicants for showing interest in this position; only those selected for an interview will be contacted.

Follow us on our [LinkedIn](https://www.linkedin.com/company/toronto-catholic-district-school-board/?originalSubdomain=ca) page for the latest posts, jobs, and so much more.

1. TCDSB is currently reviewing position titles, they are subject to change [↑](#footnote-ref-1)