



# Surrey Schools

## Disability Case Manager

The Surrey School District respectfully acknowledges that our schools reside on the traditional, unceded, and shared territories of Coast Salish peoples: The q'ícə'ý - Katzie, the q'wa:nł'əñ - Kwantlen and the SEMYOME - Semiahmoo First Nations, who have been stewards of this land since time immemorial.

Surrey Schools is the largest BC school district and the second-largest employer in Surrey. We're proud recipients of BC Top Employers and Canada's Greenest Employer awards. Surrey Schools provides quality education to over 82,000 students with 124 schools sites and a variety of other learning facilities, offering a broad range of innovative programs and services to support the learning of our students. The Surrey School District team of approximately 13,000 employees works tirelessly every day to ensure that children are getting the best start they can, providing the preparation to be our leaders of tomorrow.

### Our Commitment:

Providing quality education extends beyond academic excellence; we are committed to creating and cultivating diverse, inclusive, and barrier-free environments for all applicants, employees, students, and their families.

### Diversity, Equity, and Inclusion & Values:

Our identity, as Surrey Schools, is expressed in the shared values of openness, fairness and belonging and recognizes the importance of diversity of identity and thought. We are an equal opportunity employer and welcome applicants from all backgrounds. We are committed to removing barriers and creating a workplace where everyone, regardless of their background, feels empowered to contribute their best.

Join us in our mission to provide the best start for children, preparing them to be the leaders of tomorrow. If you are passionate about education, diversity, and making a positive impact, we invite you to explore opportunities with Surrey Schools.

### **Job Summary**

Under the direction of the HR Manager, Employee Health and Safety, the Disability Case Manager is responsible for Disability Management, Return to Work and Accommodation services for employees experiencing occupational and non-occupational illnesses or injuries. This position supports a unionized employee group and may also support Excluded staff and Administrators.

Working closely and productively with key parties, the incumbent will ensure compliance with Human Rights legislation with respect to medical accommodation and Stay at Work or Return to Work programs. The incumbent will be focused on optimizing the outcomes for all parties involved.

### **Duties**

- Collect and interpret medical and functional information in keeping with relevant collective agreements, arbitral awards and Human Rights jurisprudence.

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- Liaise regularly with key parties such as staff, School Administrators, Managers, Union Executives/Representatives and their service providers, and insurance companies to facilitate medical leaves or identify and address barriers to Stay at Work and Return to Work. Model and maintain supportive working relationships with internal and external stakeholders.
- Provide subject matter expertise and guidance to key parties regarding disability/sick leave benefits, wellness supports, Disability Management best practices and the responsibilities.
- Review and approve accommodation requests. Work with key parties to explore, negotiate and implement reasonable accommodations short of undue hardship.
- Maintain detailed and accurate records in the Claims Management System and database in keeping with Disability Management best practices, while upholding strict confidentiality.
- Contribute to the ongoing development and promotion of the District's Case Management, Accommodation and Employee Wellness policies and practices. Maintain current knowledge of Duty to Accommodate jurisprudence, Disability Management trends, issues and best practices.
- Provide back up support for other employee groups in Employee Health and Safety as required.

## **Qualifications**

### **Education & Experience**

- Completion of a relevant post-secondary program, such as a diploma or bachelor's degree in Rehabilitation/Disability Management or a related field, along with a minimum of 3 years' experience in Disability Management, preferably in a unionized setting. An equivalent combination of education, training, and experience will also be considered.
- Demonstrated knowledge and understanding of Duty to Accommodate principles and jurisprudence, Disability Case Management and relevant privacy legislation.

### **Knowledge, Skills, Abilities:**

- Proven critical thinking and creative problem-solving abilities.
- Flexible with a strong orientation for customer service and teamwork.
- Self-starter with excellent organizational and planning skills.
- Strong interpersonal, verbal and written communication skills
- Strong computer skills and the ability to learn new applications, methods, and techniques.
- Proficiency using MS Office (Word, Excel, PowerPoint, Outlook).
- Ability to work as part of a team as well as independently
- Commitment to inclusion and belonging and building a caring and respectful workplace.
- Ability to work under pressure in a high volume work environment and manage competing priorities and demands.
- Must be results oriented with the ability to function in a fast-paced environment.
- Acts with accountability, responsibility and transparency in the use of public funds

### **What we Offer:**

- Comprehensive Benefits Package
  - Extended Medical, Vision and Dental
  - Life Insurance, Short-Term and Long-Term Disability

LEADERSHIP IN LEARNING

- Employee Family Assistance Program
- Municipal Pension
- 13 Paid Holidays, plus Sick & Vacation Time
- Onsite Fitness Room in the Surrey Head Office
- Supportive workplace with a positive and productive work environment. Feel a sense of security and safety to act, speak, and reflect who you are

This position's starting salary is \$69,454 - \$86,818 plus a competitive benefits package and Municipal Pension.

Placement in the salary range is determined by an assessment of qualifications and ability to meet the key requirements of the job, and consideration of internal equity comparisons.

**Qualified applicants can apply on Make a Future at <https://bit.ly/3SxcFeW> by clicking the "apply" button to the right of the posting, ensuring to include cover letter, resume, supporting documentation and references by August 18, 2024 at 4pm.**

**Note:** Successful applicants will be required to consent to a Criminal Records Search prior to employment. Only those applicants selected for interviews will be contacted. To all others, thank you for your interest.