WSIB Specialist

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Professional and Managerial Group

WSIB Specialist

Human Resources

Temporary full-time from January 1, 2022 to December 31, 2022

Hiring #: 2021-0644

Please read the Application Instructions [1] before applying

Reporting to the Manager, Occupational Health and Wellness (OHW) the WSIB Specialist will support and facilitate the early and safe return to work of employees following a workplace injury or illness to their highest level of function. This process will require regular collaboration with managers, union representatives and external healthcare providers, in compliance with legislation, university policy and cost avoidance (i.e., appeals, grievances, arbitration and hearings). The incumbent will be expected to provide expertise in the management of complex disability cases with respect to cost containment and legislative requirements in a multi-unionized environment.

Some responsibilities of this position will include:

- Management of all Workplace Safety and Insurance Board (WSIB) claims and accommodations through integrated case management using a pro-active approach that involves development, implementation and management of early and safe return to work and accommodation plans plus promoting a safe and healthy work environment to reduce lost time due to occupational injury or illness

- Monitoring Workplace Safety and Insurance Board costs and assessing for cost recovery. Includes providing quarterly reports on claims, including trends, recommendations to reduce injuries and prevention strategies.
- WSIB policy and procedure review and development
- Development of WSIB training materials and presentation
- Non-occupational case management support as required

Requirements of this position include:

- An Undergraduate degree in a related field along with a minimum of five (5) years of Disability Case Management experience working with short-term disability and worker’s compensation claims.
- A minimum of two (2) to three (3) years of worker’s compensation claims experience.
- Knowledge of applicable legislation (i.e., Occupational Health & Safety Act, Workplace Safety and Insurance Act, Employment Standards, Human Rights)
- WSIB appeals experience
- Knowledge of new WSIB Framework
- Demonstrated proficiency with Microsoft Outlook, Word, Excel, Access and PowerPoint
- Experience using Parklane Systems would be considered an asset
- Demonstrated experience working independently as well as part of a team
- The successful candidate will: possess excellent facilitation and mediation skills; can work with situations that are sensitive and require tact and diplomacy; be able to problem-solve and multi-task; excellent written and verbal communication skills are essential.

This appointment is regularly performed on-campus but will be initially fulfilled both remotely (off-campus)
and on-campus until the University resumes its regular operations.

Classification               P05
Professional/Managerial Salary Bands [2]

*At the University of Guelph, fostering a culture of inclusion* [3] *is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.*

Posting Date: 2021 11 25
Closing Date: 2021 12 09


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[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
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