



Call for EXPRESSION OF INTEREST

Date: July 22, 2024

Position: HSA Enhanced Disability Management Program Regional Representative – Island Health Authority

Status: 0.5 FTE
Wage Replacement

Posting Period: July 22, 2024 – August 30, 2024

The Enhanced Disability Management Program (“EDMP”), as set out in the HSPBA Collective Agreement, is designed to facilitate an employee-centred, pro-active, appropriate, and customized disability management program for employees with occupational and non-occupational illness/injury.

As a workplace-based program, the EDMP requires designated Union Regional Representatives that play an active role in ensuring members realize the greatest benefit from this ground-breaking program.

To support the diversity of the HSA membership and of our province, people who experience marginalization are encouraged to apply for this opportunity. This includes, but is not limited to: Indigenous Peoples, people of the global majority (BIPOC), persons with disabilities, persons of diverse sexual orientation (LGBTQI2S+) persons of diverse gender identity or expression, and people from diverse faith backgrounds.

Successful applicants will have a passion for disability management and rehabilitation, together with excellent problem-solving, inter-personal, and organizational skills, and the ability to multi-task and prioritize.

POSITION SUMMARY:

Under the direction of designated HSA Staff, the HSA EDMP Regional Representative is appointed by the Union in a resource and support role to assist the HSA Disability Management team and the Regional EDMP Working Group, to promote and coordinate best practices with respect to disability management, rehabilitation and return to work. This includes representing and assisting HSA members with issues regarding early intervention, long-term disability and return to work in accordance with the principles and policies associated with the EDMP, resolving disputes related to EDMP, documenting, and tracking file status and following up on concerns.

The HSA EDMP Regional Representative also promotes and educates members about the EDMP and positively represents the values and principles of HSA.

The home location will be determined by HSA, and the specific schedule of work will be developed in consultation with the successful candidate and the Health Authority.

A comprehensive training program will be provided.

DUTIES AND RESPONSIBILITIES

Under the direction of designated HSA Staff, the successful candidate will:

1. Promote and educate members about the EDMP.
2. Answer inquiries from, and provide support to, members engaged in or referred to the EDMP.
3. Receive, review, analyze and triage case management and status reports. Follow up with members who have concerns about EDMP or who have declined to participate. Compile data on number of cases handled, the outcomes and trends.
4. Attend meetings and/or conference calls to discuss new referrals and the status of open and recently closed EDMP files. These meetings will occur at least every 30 calendar days, as well as at 90 days and 17 months, where applicable.
5. Review and track implementation of straight-forward and complex case management plans according to the EDMP in conjunction with, and under the direction of, designated HSA Staff.
6. Assist with troubleshooting on medical or rehabilitation issues.
7. Review all straight-forward return to work plans for accuracy and appropriateness.
8. Attend at, or conference call in to, EDMP meetings with members at multiple worksites throughout the region.
9. Ensure appropriate referrals are made and information provided to members with respect to additional services and programs such as long-term disability, WorkSafe BC claims, Canada Pension Plan disability benefits, etc.
10. Ensure program documentation is complete. Diligently maintain and update case files related to work assignments.
11. Develop and implement a work plan in conjunction with designated HSA Staff to ensure that EDMP goals are met at the regional level.
12. Identify particularly sensitive, complex, or difficult matters, and matters requiring labour relations involvement, and alert designated HSA Staff in a timely manner. Seek direction, assistance and intervention when necessary.

13. Maintain confidentiality of all member information.

QUALIFICATIONS, KNOWLEDGE AND ABILITIES:

- HSA membership.
- Employment with Island Health Authority in a regular full-time or regular part-time position (0.5FTE or higher).
- Knowledge of, and demonstrated experience in, the administration of HSA's Collective Agreements.
- College or University education in an allied health sciences or social services discipline; or an equivalent combination of education, training, and related experience.
- Knowledgeable, or willing and able to become knowledgeable, in best practices with respect to disability management and rehabilitation.
- Willingness to acquire, develop and maintain knowledge of Collective Agreement and legislative provisions relevant to disability management.
- Excellent verbal and written communication skills, including the ability to prepare detailed reports, briefing notes and correspondence.
- Excellent organizational skills.
- Ability to multi-task and prioritize.
- Excellent inter-personal skills.
- Valid driver's license and access to a vehicle.

Closing Date: August 30, 2024

Please forward expressions of interest, together with a cover letter that includes your full-time equivalent ("FTE") and Health Authority, and Resume, by e-mail or fax to:

Leah Kawa and Kim Brown at HSA Head Office:

E-Mail: lkawa@hsabc.org and kbrown@hsabc.org

Fax: 604-517-0994 or 1-800-663-6119

Questions may be directed to Leah Kawa by e-mail, fax or by phone at 604-517-0994 or 1-800-663-2017.