

## BULLETIN

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July 22, 2024

### **EDMP Regional Representative – Call for Expressions of Interest**

Are you an HSA member who is passionate about supporting your colleagues and making a difference for others? If so, consider applying for the EDMP Regional Representative Expression of Interest. HSA will provide the successful applicant with on-the-job training and mentorship. Expand on your knowledge and skill set for helping others in the field of disability management. Learn more about human rights and how to apply them day-to-day.

Under the direction of designated HSA EDMP Administrators, the HSA EDMP Regional Representative works as part of a diverse team with colleagues throughout the province. You would be responsible for promoting and educating your Union siblings regarding best practices with respect to disability management and rehabilitation.

You will continue to maintain your regular FTE and wage rate; however, you will be scheduled to work 0.5 of your FTE in the EDMP position. You also will continue to maintain all your benefits and accruals.

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

**The posting period for the expression of interest is July 22, 2024 to August 30, 2024. The posting can be found on the following page.**



# 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

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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](mailto:lkawa@hsabc.org) and [kbrown@hsabc.org](mailto: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.