



## Call for EXPRESSION OF INTEREST

<b>Date:</b>	<b>January 20, 2020</b>
<b>Position:</b>	<b>HSA Enhanced Disability Management Program Regional Representative – Vancouver Island Health Authority</b>
<b>Status:</b>	0.5 FTE
<b>Salary:</b>	Wage Replacement
<b>Posting Period:</b>	January 20 – February 3, 2020

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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 utilizes/requires designated Union Representatives who will play an active role in ensuring members realize the greatest benefit from this ground breaking program.

Successful applicants will have a passion for disability management and rehabilitation, together with excellent problem-solving, interpersonal 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 works as part of the HSA team and the regional EDMP Working Group and is responsible for promoting and coordinating best practices with respect to disability management and rehabilitation. 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, reviewing and analyzing EDMP data at a regional level, 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 and specific schedule of work will be determined by HSA 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, and analyze 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, outcomes and trends;
4. Attend meetings and/or conference calls to discuss new referrals, and 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 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. 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 alerting designated HSA Staff in a timely manner. Seek direction, assistance and intervention when necessary; and

13. Maintain confidentiality of all member information.

**QUALIFICATIONS, KNOWLEDGE AND ABILITIES:**

- HSA membership
- Employment with Vancouver Island Health Authority in a regular full-time or regular part-time position (0.5FTE or higher) position.
- 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 ability to prepare detailed reports, briefing notes and correspondence.
- Excellent organizational skills.
- Ability to multi-task and prioritize.
- Excellent interpersonal skills.
- Valid driver's license and access to a vehicle.

***Closing Date: February 3, 2020***

**Please forward expressions of interest, which includes a cover letter and resume, by e-mail or fax to:  
Terri McGinley at the HSA Head Office:**

**E-Mail: [TMcGinley@hsabc.org](mailto:TMcGinley@hsabc.org)  
Fax: 604-517-0994 or 1-800-663-6119**

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

