

## EXTERNAL JOB POSTING

<b>Date:</b>	<b>August 6th, 2021</b>
<b>Position:</b>	<b>Labour Relations Officer – DTA, Benefits and Pensions</b>
<b>Department:</b>	Disability Management
<b>Status:</b>	Regular / Full-Time
<b>Salary:</b>	per HSA/HSASU collective agreement
<b>Start:</b>	upon selection of successful candidate
<b>Responsible to:</b>	Membership Services Coordinator – Disability Management

---

To support employment equity at HSA that reflects the diversity of the HSA membership and of our province, women, visible minorities, workers of colour, Indigenous Peoples, persons with disabilities, persons of diverse sexual orientation, gender identity or expression (LGBTQI2S+), are encouraged to apply for positions with the HSA.

### Position Summary

Under the general direction of the Membership Services Coordinator - Disability Management, the LRO will represent HSA members and assist EDMP Representatives and Stewards with respect to issues arising from Duty to Accommodate and Return to Work situations, the LRO will also respond to basic inquiries from members and act as an internal resource on matters related to health and welfare benefits, and/or pension matters.

### Duties and Responsibilities

- Investigating accommodation issues and structuring DTA agreements consistent with the Human Rights Code, other relevant legislation and applicable collective agreement language
- Negotiating RTW agreements for members seeking to return to the workplace following a medical leave due to illness or injury
- Respond to basic Pension questions raised by executive, staff and members including Identifying and linking to resources for Pension related matters.
- Respond to health and welfare benefits issues raised by executive, staff and members, and liaise with plan administrative staff where necessary to resolve issues

- Respond to member inquiries with respect to the Early Retirement Incentive benefit under the long term disability plans and under any appropriate pension plan.
- Review bulletins and announcements related to benefits and pensions as issued by the MPP, plan carriers and the third party administrator, and advise staff and executive accordingly regarding implementation from the Union perspective
- Identify health and welfare benefit and pension concerns regarding coverage for HSA membership, as well as noted trends with respect to issues raised by membership or requests for coverage not currently in place under benefit plans or pensions.
- Perform special research and projects related to health and welfare benefits, and pensions as required
- Collaborate with HSA education team to design HSA specific training and educational opportunities or link to existing resources related to health and welfare benefits and pensions.
- Collaborate with HSA communications team to prepare articles, bulletins and other relevant information for the membership with respect to health and welfare benefits and pensions
- Conduct surveys of HSA membership regarding health and welfare benefit issues and pensions, as required
- Perform other related duties as assigned

### **Qualifications and Requirements**

- Disability Management Professional accreditation or designation (such as CDMP, CRTWC, RRP, NIDMAR, etc.)
- Demonstrated knowledge of health and welfare plans, including their construct and administration
- Demonstrated knowledge of defined benefit and defined contribution pension plans including target plans, single employer plans and jointly trustee multi-employer plans.
- Minimum of three years' recent directly related experience
- Demonstrated experience in:
  - Collective agreement administration
  - Negotiating Duty to Accommodate and Return to Work Agreements
  - Liaising effectively with various stakeholders as well as proven analytical and problem-solving skills
  - Understanding best practices with respect to disability management, including familiarity with addictions
- Extensive knowledge and understanding of:
  - Human rights legislation
  - Privacy legislation
  - Relevant arbitral jurisprudence
  - Integrated disability management programs, and disability benefit programs
  - Government, community and other resources available to disabled employees

Or an equivalent combination of education, skills and experience

- Excellent written, verbal and presentation skills

- Outstanding listening skills and capacity for empathy
- Solid communication, organizational and conflict resolution skills in order to effectively drive positive case management outcomes
- Ability to handle high pressure workload, problem solve difficult cases, and negotiate potentially contentious situations
- Excellent time management, follow-up and prioritization skills
- Commitment to trade union principles
- Ability to work a flexible schedule as required including evenings and weekends
- Possession of a valid BC Driver's License and vehicle is required
- Ability to travel throughout Province as required, sometimes on short notice

**Closing Date: Friday, August 20th, 2021**

**Please forward applications  
which includes a cover letter & resume by e-mail:**

**To: Josef Rieder  
Director of Human Resources  
Health Sciences Association  
via e-mail at: [jrieder@hsabc.org](mailto:jrieder@hsabc.org)**