



Our Vision: We imagine a world where all are empowered to reach their full potential through faith and service

Our Mission: The ALCDSB builds faith-filled learning communities where each member is loved, inspired and successful

Our Priorities: Faith; Equity and WellBeing; Achievement and Innovation; Resource Management

INTERNAL/EXTERNAL

Job Posting Number:

SS#59-21-22-HRO.AW

Job Title:

Human Resources Officer – Ability & Wellness

This position is open to Support Staff Association Members first, then to external candidates.

Location	Site	FTE	Assignment
Napanee, ON	Board Office	1.0 FTE Permanent Full Time Position	Effective immediately 7 hours a day, 5 days a week

Reporting to the Senior Human Resources Administrator, the incumbent will manage absences and disability/illness claims within Algonquin and Lakeshore Catholic District School Board. The Human Resources Officer– Ability and Wellness employs best practice principles in disability case management, attendance assistance, wellness, early intervention, safe return to work and workplace accommodation in partnership with employees, supervisory staff and union representatives.

Qualifications:

- University degree and/or Community College Diploma in Disability Management or Human Resources related field or Certified Disability Management Professional (CDMP) designation from the National Institute of Disability Management and Research or an equivalent combination of education and work experience;
- Between two and three years experience with direct claims management (occupational and non-occupational), Workplace Accommodation and Rehabilitation. Preferably in a school board or other public sector diverse, multi-unionized environment;

- Knowledge of Disability Management and Attendance Assistance Cycles, applicable theories, practices, principles and legislation;
- Highly developed interpersonal and communication skills (verbal and written);
- Ability to exercise considerable independent judgement, tact and sensitivity when dealing with contacts;
- Excellent analytical, problem-solving, research, time management and organizational skills;
- Excellent collaboration and negotiation skills;
- Excellent conflict resolution, mediation and counselling skills;
- Proven ability to meet deadlines and to work under pressure with constant interruptions;
- Computer literate, proficient in the use of computer applications including Excel, Word, Access, PowerPoint, email, Attendance/Disability Management and Employee Information System programs;
- Ability to work unsupervised

The board is seeking candidates who demonstrate the following Core Competencies:

Communication

Innovation

Interpersonal Relations

Leadership

Planning and Organization

Professional Integrity

System Thinking

As a condition of employment, the successful candidate must provide a Criminal Background Check (CBC) with vulnerable sector screening current within six months of date of hire and must complete a Covid-19 Vaccination Disclosure, regardless of vaccination status, as per Government requirement and School Board Protocol.

Salary/ Range:

\$77,765 – \$89,553 per annum

Application and Requirements:

Applicants must submit a cover letter and resume quoting the job posting number in the subject line to work@alcdsb.on.ca

Closing date: November 16, 2021 by 4:00 p.m.

While we thank all those who have applied, only those candidates selected for an interview will be contacted.

We are committed to inclusive and accessible employment practices. In compliance with the Accessibility for Ontarians with Disabilities (A.O.D.A.) the Algonquin and Lakeshore Catholic District School Board welcomes and encourages applications from people with disabilities. We will make the necessary accommodations for applicants with disabilities to support all aspects of the recruitment process. Please contact the Human Resources Department if you require assistance with any accommodations.