



# SBCI

School Boards' Co-operative Inc.

## **Bilingual Workers' Compensation Consultant (Lawyer or Paralegal)**

### **Who are we?**

For Ontario school boards that wish to improve efficiencies, decrease their costs, and mitigate the negative impacts of absenteeism, SBCI – a member-owned not-for-profit co-operative – provides expert actuarial, attendance, health and safety, and workers' compensation consulting services. Through our industry-leading knowledge and collaborative approach, we work to make schools safer, healthier, and more productive.

SBCI is currently seeking a qualified candidate to fill a Workers' Compensation Consultant position in our Workers' Compensation (WSIB) Department.

### **Position Summary:**

Our Worker's Compensation Department services our clients in the areas of their Occupational Disability Management and WSIB/WSIAT Appeals.

It is a pre-requisite that the successful candidate must be a **licensed paralegal or a lawyer in good standing with the Law Society of Ontario.**

The ideal candidate is professional, proactive, detail oriented, organized, highly motivated, possesses strong analytical, communication and customer service skills. The successful candidate **must be fluent in both English and French**, it is essential and required (verbal and written).

The Workers' Compensation Consultant will be reporting to the Manager Workers' Compensation Services. This is a permanent full-time position, working Monday to Friday, that will contribute greatly to the organization. This is a hybrid role, primarily remote, with requirements for in-office attendance, as required. Based on the requirements, the consultant might also be required to travel to client site i.e. the assigned school boards.

### **Primary responsibilities:**

- Develop and maintain a strong professional relationship with assigned school boards by providing sound advice and guidance on WSIB matters and disability management best practices.
- Represent clients at appeals before the WSIB and the WSIAT.
- Conduct merit reviews of WSIB cases and provide sound advice and guidance to clients with reference to WSIB legislation, policy and case law.

- Develop a positive working relationship with the WSIB, WSIAT and other third parties as their involvement are often essential to resolving issues and improving client service.
- SBCI has a large database of qualitative and quantitative data, including WSIB claims cost information. The consultant must have the ability to evaluate, analyze and validate the data to prepare periodic client reports and make recommendations for program development and improvement.

### **Key Skills and Experience**

- Post-Secondary Education in a related field.
- Must be Licensed Lawyer or Paralegal, in good standing with the Law Society of Ontario
- Minimum 5 years of experience representing clients at WSIB and WSIAT Appeals.
- Must be fluent in French and English, it is essential and required (verbal and written).
- Fully conversant in the whole lifecycle of the WSIB claim process.
- Expert knowledge of the Workplace Safety and Insurance Act, WSIB Operational Policies, WSIB/WSIAT Practice Procedures/Directions, and the Ontario Human Rights Code.
- Good medical knowledge.
- Proven ability to develop strong relationships at all levels with internal and external parties.
- Ability to evaluate best practices as related to occupational disability management.
- Ability to assist clients with reducing absenteeism and duration of claims.
- Consulting experience would be a significant asset, with ability to lead and guide clients.
- Analytical skills, ability to identify trends, analyze and respond to needs accordingly.
- Superior problem solving and decision-making skills.
- Superior communication, both written and verbal
- Proficient in using Microsoft Word, Excel, Outlook, and Power Point and have the ability to learn to use Parklane.
- Willing to travel throughout Ontario.
- This role will require travel. The successful candidate will be required to travel by air or car (with a valid driver's license), as necessary.

Candidates are welcome to apply by submitting a cover letter and resume by e-mail to [careers@sbc.org](mailto:careers@sbc.org).

This position will remain open until filled.

The salary range for this position is \$109,803 - \$129,202.

**We offer our employees:**

- Competitive compensation and benefits package
- OMERS pension plan (matched by employer)
- Payment of LSO Fees and Errors and Omissions Insurance
- An inclusive, team-oriented culture
- Flexible hybrid work with home office/remote work opportunities available
- Reduced summer work hours
- Continued professional development opportunities and tuition assistance.
- Free onsite parking at the office
- Wellness programming
- Employee Assistance (and Family) Programs (EAP/EAFP)
- Paid time off (Vacation, Sick, Personal days, and bereavement)
- We strive to provide more work/life balance.

SBCI is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment. Reasonable accommodations are available upon request for all candidates taking part in all aspects of the recruitment and selection process. To request an accommodation please contact [Careers@sbc.org](mailto:Careers@sbc.org).