



# SBCI

School Boards' Co-operative Inc.

## **Workplace Support Consultant (Bilingual- French Preferred)**

### **Organization:**

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, health and safety, workplace support 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 full-time permanent Workplace Support Consultant role in our Workplace Support Department.

This is a remote-first, full-time permanent role that offers the flexibility to work from home while staying closely connected with the team. Occasional in-office attendance may be required, along with travel for on-site meetings at school board member locations or similar events.

### **Position Summary:**

Reporting to the Chief of Workplace Support Services, the successful candidate will complement the existing team of Workplace Support Consultants.

Your existing skills will allow you to be a trusted advisor and provide SBCI and our clients with advice and guidance in the areas of workplace support programs such as, Attendance Support, Disability Support and Mental Health and Well-being..

The ideal candidate is highly motivated, able to develop strong relationships and excels in interaction with key collaborators, both internally and externally, at all levels. The Consultant will benefit from skills that include being solution focused, able to interpret and analyze data, able to develop and present on relevant topics, and strong project management skills. The Consultant's subject matter expertise in the areas of the OHRC, Duty to Accommodate, case law applicable to sick leave management and employer programs, CSA Z1003, and other applicable legislation and leading practices, will help them succeed in this role.



### **Responsibilities include:**

- Actively lead and guide the client through the development, implementation and ongoing monitoring and evaluation of Workplace Support Programs, including Attendance Support, Disability Support and Mental Health and Well-being.
- Provide advice and guidance on complex sick leave / absence issues
- Assist school boards with developing effective case management practices and strategies that are consistent with collective agreements, case law and all relevant legislation.
- Evaluate Programs to identify any potential gaps in leading practices and/or opportunities for improved efficiencies.
- Develop and deliver training materials on all aspects of Workplace Support to key parties.
- Collect, review, and interpret qualitative and quantitative data regularly to establish baseline metrics, build business cases, support informed decision-making, and assess the effectiveness of programs.
- Maintain current working knowledge of all applicable legislation and best practices of Ontario Human Rights Code (OHRC), Workplace Support Programs and Collective Agreements

### **Desired Skills and Experience:**

The ideal candidate will have all or most of the following attributes, education or work history:

- Post-Secondary Education in a field related to Disability Management, Mental Health or Wellness, or equivalent work experience.
- At least of 5 years' experience working closely with organizations towards the optimization of Disability and Attendance Support, and Well-being programs
- Proven ability to cultivate and sustain meaningful, long-term customer service relationships, fostering loyalty and trust through effective communication and personalized service. Strong interpersonal and time management skills
- Thrive both independently and through collaboration with others. High level of initiative and drive to bring value to SBCI and our clients
- Experience working with a unionized environment
- Accountability for client relationship including responsiveness for varying client issues
- Ability to understand and address complex disability and attendance issues
- Comprehensive knowledge of Human Rights and Privacy Legislation
- Strong analytical skills and ability to interpret data supported trends
- Consulting experience
- Excellent presentation skills, coaching and training abilities
- Strong project management skills and ability to multi-task
- Well-being Programming, including Mental Health initiatives
- An understanding of the CSA Z1003: The National Standard on Psychological Health and Safety in the Workplace



- Superior and professional communication skills, both written and verbal with the ability to write customized reports
- NIDMAR certification(s) and/or Certification in the area of Disability Management
- Valid Ontario Driver's License and use of a personal vehicle, or suitable alternative, is required.
- Fluency in both French and English would be considered a significant asset.

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 it is filled.

The Salary Range for this role is \$109,803-\$ 129,202.

### **We offer our employees**

- Competitive compensation and benefits package
- OMERS pension plan (matched by employer)
- 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
- 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 accommodation is 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).