



SBCI

School Boards' Co-operative Inc.

Bilingual Disability Case Manager

Organization:

We are a Not-for-Profit Co-operative, Owned by School Board Members for School Board Members. We are dedicated to guiding our member boards with informed workplace solutions—grounded in excellence and focused on supporting employee well-being as a foundation for student success.

We support safer, healthier, and innovative work environments through expert, proactive, school board-focused solutions.

SBCI is currently seeking a qualified candidate to fill the **Bilingual Disability Case Manager** role in our Workplace Support Department.

Position Summary

Our Case Management services are designed to support internal workload management by supplementing school board resources with experienced disability case managers. This role compliments our growing team of Disability Case Managers.

Reporting to the Chief Workplace Support Officer, the successful candidate's role will focus on building relationships, collaboration, disability case management expertise, and timely and consistent intervention to support safe and timely return to work at the earliest opportunity.

This is a remote-first, full-time permanent role that offers 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.

Responsibilities include:

- Manage a portfolio of Short-Term Disability cases for school board clients, from onset to full resolution.
- Implement early intervention strategies and identify appropriate workplace accommodations to support a safe and timely return to work.
- Demonstrate expertise in complex case management of employee and disability issues in line with leading practice, applicable legislation and collective agreements
- Communicate with medical professionals, employees, employers, union/association representatives, and others, as required.



- Utilize employee physical and/or cognitive demands to determine RTW suitability and Accommodation needs
- Lead the return-to-work process with employees and all relevant parties.
- Ensure strict confidentiality of all documentation.
- Track and report on disability outcomes and emerging trends.
- Maintain current working knowledge of all applicable legislation and best practices of Ontario Human Rights Code (OHRC), and collective agreements

Desired Skills and Experience:

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

Education & Licensing:

- University degree in Occupational Health, Psychology, Kinesiology; or related rehabilitation field or equivalent industry experience.
- Have or working toward an industry certification/designation (i.e. NIDMAR Certification,)

Language Proficiency:

- Bilingualism in French and English is a requirement.

Experience

- 5+ years in the field of absence/disability management, early intervention, return to work facilitation, workplace accommodation and wellness
- Demonstrated expertise in complex case management including developing strategies for mental health case management
- Working knowledge in managing absenteeism through a medical and functional abilities-based model
- Proven ability to collaborate effectively with individuals at all levels. Consulting experience would be a significant asset, with ability to lead and guide clients
- Experience in working with or in a unionized environment is an asset

Skills & Knowledge:

- Expert knowledge of applicable legislation (i.e., Ontario Human Rights Code, Privacy legislation, etc.)
- Proficient knowledge of medical terminology
- Demonstrated expertise in short term absence/disability case management
- Expert knowledge of case management best practices
- Excellent interpersonal and communication (both written and verbal) skills, including having the ability to explain complex issues with precision and clarity
- Highly motivated and able to work independently
- Demonstrated skills and ability in problem-solving and conflict resolution
- Good working knowledge of Word, PowerPoint and Excel and other applicable software such as Parklane DM module.
- Exceptional planning and organizational skills with the ability to manage and process files efficiently and within required timelines.
- Analytical skills would be a significant asset, ability to identify trends, analyze and respond to needs accordingly
- While this is a remote first position, Travel may be required by automobile, plane



- or train.
- Valid Ontario Driver's License and use of a personal vehicle, or suitable alternative, is required.

Candidates are welcome to apply by submitting a cover letter and resume by e-mail to careers@sbc.org.

This position will remain open until July 13, 2026.

Salary Range - \$95,481 - \$112,350.

We offer our employees

- Competitive compensation and benefits package
- OMERS pension plan (matched by employer)
- Continued professional development opportunities.
- Employee Assistance (and Family) Programs (EAP/EAFP)

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.