



Canadian Union of Public Employees
Syndicat canadien de la fonction publique

BRITISH COLUMBIA REGIONAL OFFICE

Suite 500, 4940 Canada Way, Burnaby, BC V5G 4T3, (604) 291-1940, Fax (604) 291-1194 cupe.ca scfp.ca

Call for EXPRESSION OF INTEREST

Date: March 9, 2018

Position: **CUPE/PEA Enhanced Disability Management Program Representative**

Status: 0.2 FTE backfill, as needed

Salary: Wage Replacement

Posting Period: March 9, 2018 - April 9, 2018

The Enhanced Disability Management Program (EDMP) as set out in the HSPBA and CBA Collective Agreements is designed to facilitate an employee-centred, pro-active, appropriate and customized disability management program for employees with occupational and non-occupational illness/injury.

As a workplace based program, the EDMP utilizes designated union representatives who will play an active role in ensuring members realize the greatest benefit from this ground breaking program.

Successful applicants will have a passion for disability management and rehabilitation, excellent problem-solving, interpersonal and organizational skills, and the ability to multi-task and prioritize.

POSITION SUMMARY:

To be effective as a workplace based program, the Enhanced Disability Management Program (EDMP) requires designated union stewards who will play an active role in assisting members of PEA and CUPE within the Health Sciences Professionals and Community Bargaining Associations who are referred into the program.

Under the direction of:

- Designated HSA Provincial EDMP Coordinator staff, for the HSPBA EDMP;
- Designated BCGEU Provincial EDMP Administrator staff, for the CBA EDMP; and
- Administrators from CUPE and PEA;

The CUPE/PEA EDMP Representative is responsible for promoting and coordinating best practices with respect to disability management and rehabilitation. This includes representing and assisting CUPE and PEA members with issues regarding early intervention, long-term disability and return to work in accordance with the principles and policies associated with the EDMP, resolving disputes related to EDMP, reviewing and analyzing EDMP data at a regional level, and following up on concerns.

The office location and specific schedule of work will be determined by CUPE and PEA in consultation with the successful candidate and the health authority.

A comprehensive training program will be provided.

DUTIES AND EXPECTATIONS:

Under the direction of a designated CUPE or PEA Administrator:

1. Promote and educate members about the EDMP.
2. Positively represent the values and principles of CUPE and PEA.
3. Answer inquiries from, and provide support to, members engaged in or referred to the EDMP.
4. Receive, review, and analyze triage, case management, and status reports. Follow up with members who have concerns about EDMP or who have declined to participate. Compile data on number of cases handled, outcomes, and trends.
5. Attend meetings or conference calls to discuss new referrals, and status of open and recently closed EDMP files. These meetings will occur at least every 30 calendar days, as well as at 90 days and 17 months, where applicable.
6. Review and track implementation of straight-forward and complex case management plans according to the EDMP in conjunction with and under the direction of the designated CUPE or PEA Administrator.
7. Assist with troubleshooting on medical or rehabilitation issues.
8. Review all return to work plans for accuracy and appropriateness.

9. Attend, or conference call in to, EDMP meetings with members at multiple worksites throughout the region.
10. Ensure appropriate referrals are made and information provided to members with respect to additional services and programs such as Long Term Disability, WorkSafe BC claims, Canada Pension Plan disability benefits, etc.
11. Ensure program documentation is complete. Maintain and update well-organized case files related to work assignment.
12. Develop and implement a work plan in conjunction with the designated HSA EDMP Coordinator or BCGEU EDMP Administrator, as applicable, to ensure that EDMP goals are met at the regional level.
13. Identify particularly sensitive, complex, or difficult matters, and matters requiring labour relations involvement, and alert the designated HSA EDMP Coordinator, BCGEU EDMP Administrator and/or CUPE/PEA Administrator, as applicable, in a timely manner. Seek direction, assistance and intervention when necessary.
14. Maintain confidentiality of all member information.
15. Seek guidance and direction from the CUPE or PEA Administrator where necessary.
16. Notify the CUPE or PEA Administrator of any planned or unplanned absences with as much notice as possible.

QUALIFICATIONS, KNOWLEDGE AND ABILITIES:

- CUPE or PEA membership.
- Employment with a Regional Health Authority in a regular full time or regular part time position (0.5 FTE or higher) position.
- College or University education in an Allied Health Sciences or Social Services discipline; or an equivalent combination of education, training and related experience.
- Knowledgeable, or willing and able to become knowledgeable, in best practices with respect to disability management and rehabilitation.
- Willingness to acquire, develop and maintain knowledge of collective agreement and legislative provisions relevant to disability management.
- Excellent verbal and written communication skills, including ability to prepare detailed reports, briefing notes and correspondence.

- Excellent organizational skills.
- Ability to multi-task and prioritize.
- Excellent interpersonal skills.
- Valid driver's license and access to vehicle.

Closing Date: April 9, 2018

Please forward expressions of interest which includes a cover letter & resume by email or fax to Chris Losito at the CUPE Regional office:

Email: closito@cupe.ca

Fax: 604-291-1194

Questions may be directed to Chris Losito by email or fax or by phone at 604-291-1940.

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