



**WINDSOR POLICE SERVICE**  
announces an opening for the position of

**WSIB & ATTENDANCE MANAGEMENT SPECIALIST**  
**(Permanent Full Time)**

**COMPENSATION:** Approximately \$100,000 per year

**POSITION SUMMARY:**

Workplace Safety Insurance Benefits (WSIB) and Attendance Management Specialist is responsible for monitoring lost time due to both occupational and non-occupational illness or injury and taking action consistent with legislation, policies and guidelines for Attendance Management. This position is responsible for occupational and non-occupational injury and illness tracking, claims management, and facilitating safe and timely reintegration into the workplace, working with stakeholders to determine when a claim should be escalated, and submitting appeals to both the WSIB and the Workplace Safety and Insurance Tribunal. The incumbent will track workplace absences for the purposes of preparing statistical reports in regards to absenteeism, modified duties and pregnancy/parental leave and to develop, implement, and maintain efficient and effective absenteeism programs that align with Service goals, objectives and strategies.

**RESPONSIBILITIES:**

- Monitor and report absenteeism in accordance with guidelines and third party attendance management contractor.
- Manage all occupational and non-occupational claims, and coordinating early and safe return to work for absent members.
- Interacting and liaising with various bodies including the City of Windsor's Employee Health, Safety and Wellness Team, medical professionals, the WPS Wellness Coordinator and Reintegration team, the WPS third-party disability management provider (CBI Ltd.) and LTD provider(s) as required.
- Submit illness/injury claims to WSIB as required to ensure submission deadlines are met.
- Act as the primary employer contact with WSIB, initiate and maintain communication with WSIB Adjudicators, Case Managers, Return to Work Specialists, employees, supervisors, HR and Health and Safety partners, for the duration of employee absence, from rehabilitation to resolution.
- Lead return to work meetings and monitor return to work plans to ensure early and safe integration back into suitable and productive duties and advise on modifications when necessary.
- Escalate complex claims to internal/external resources to ensure cases are addressed and resolved as soon as possible, providing guidance and drafting / making submissions to the WSIB and the Workplace Safety and Insurance Appeal Tribunal.
- Conduct Ergonomic Assessments as required for injured workers including recommendations for purchasing equipment.
- Manage the accommodation process by reviewing and advising on limitations and restrictions as aligned with appropriate accommodation opportunities in the workplace.
- Research, develop, administer and update the disability management program to ensure it is reflective of best practices and aligned with the Human Resources team and Service strategic goals.
- Working in conjunction with the Wellness Coordinator and Health and Safety Committee on WSIB claim reporting, investigation reporting and analysis.
- Ensuring that all legislative laws and regulations have been met and committing to ensuring confidentiality at all times.

**ESSENTIAL QUALIFICATIONS:**

- Must possess a University degree (Bachelors) in Human Resources, Employee Relations, Public Administration, Health and Safety, or Health Sciences.
- Designation in one or more of the following is required: Certified Disability Management Professional (CDMP) and/or Certified Human Resources Professional (CHRP).
- Must have 4 years work experience in a human resources position specializing in disability and WSIB claims management and the early and safe return to work programming for occupational and non-occupational claims in a unionized environment.
- Demonstrated WSIB claims experience, including submission of appeals regarding WSIB and WSIAT-related matters.
- Must have detailed, working knowledge of labour, employment and human rights legislation including the *Workplace Safety and Insurance Act (WSIA)*, the *Occupational Health and Safety Act (OSHA)*, the *Employment Standards Act, 2000*, the *Ontario Human Rights Code*.

- Must possess the ability to maintain the confidences associated with a Human Resource environment.
- Must have demonstrable superior oral and written communication skills along with strong analytical and organizational skills.
- Superior interviewing and negotiation ability.

**PREFERRED QUALIFICATIONS:**

- HRIS experience along with computer literacy.
- Certification as an Ergonomic Specialist considered an asset.
- Working knowledge and experience with privacy-related legislation including the *Municipal Freedom of Information and Protection of Privacy Act*.
- Knowledge of, and experience with, the *Police Services Act* considered an asset.

Hours of work: 8:00 am – 4:00 pm, Monday – Friday

To apply for this position please [CLICK HERE](#) to upload your résumé and cover letter. This posting will close at **12:00 pm Tuesday January 3<sup>rd</sup>, 2023.**

QUESTIONS OR INQUIRIES MAY BE MADE VIA  
TELEPHONE BY PHONE: (519) 255-6700 Ext 7922 or EMAIL: [humanresources@windsorpolice.ca](mailto:humanresources@windsorpolice.ca)

Successful candidates will be required to successfully complete a thorough background and reference investigation. All applicants must be able to show proof of Covid-19 vaccination in order to participate in pre-employment interview. All applications will be treated with the strictest of confidence.

**We thank all applicants for their interest and advise that only those selected for an interview will be contacted.**

***Windsor Police Service is committed to a diverse and inclusive workplace reflective of the community we serve. Appropriate accommodations will be provided upon request throughout the hiring process as required under the Accessibility for Ontarians with Disabilities Act (AODA).***