



THE DISTRICT SCHOOL BOARD OF NIAGARA
INVITES APPLICATIONS FOR
ATTENDANCE MANAGEMENT SPECIALIST

November 3, 2015

Reporting to the Attendance Support Services Administrator, the Attendance Management Specialist will be responsible for the implementation and maintenance of consistent attendance management practices across the Board. The successful applicant will be responsible for collecting and analyzing absenteeism data, identifying employees who exceed the attendance management threshold level of absence, contacting the employee's supervisor, participating in the Attendance Management process as required, meeting with employees and supervisors as appropriate, providing support and assistance to employees to attend work regularly and providing support to supervisors/principals as needed.

The successful applicant will also be responsible for the management of non-work related disability claims including early intervention, accommodations and return to work. He/she will work closely with employees, supervisors/administrators, Unions and health care providers to provide employees with a safe and timely transition from illness/injury that allows them to either remain at work or return to work.

Primary duties of this position will include, but are not limited to:

- Maintenance of the Board's Attendance Management Program;
- Medical absence claims management, including documentation of all file-related activities into Parklane Absence Management System;
- Management of WSIB claims including development, negotiation and implementation of Return to Work Plans;

The preferred candidate will demonstrate strengths in the following areas:

- Superior leadership, interpersonal counselling and communication skills, including problem solving and conflict resolution;
- Relationship building and promotion of a collaborative culture with all Board staff and Unions/Federations;
- Thorough knowledge of Board Administrative Policies and Procedures, Collective Agreements, Occupational Health and Safety Act, Human Rights Act, Employment Standards Act, Workplace Safety and Insurance Act, Municipal Freedom of Information and Protection of Privacy Act (MFIPA), Accessibility for Ontarians with Disabilities Act (AODA), other related employment laws and regulations.

Qualifications include:

- A University degree or three year Community College Diploma, or qualifications deemed equivalent by the Board.
- Preference will be given to applicants who hold Registered Rehabilitation Professional (RRP) qualifications (or are RRP eligible) and/or Certified Disability Management Professional (CDMP) designation from the National Institute of Disability Management and Research.

This is a full-time position (35 hours per week) within the Board's Administrative Management Group which includes a competitive wage rate (\$49 643 to \$59 101 per annum) and a comprehensive benefits package.

**Applications including cover letter, resume and three professional references must be submitted via email to careers@dsbn.org
Attention: Human Resources Department.**

Application Deadline: 4:00 p.m., Friday, November 13, 2015

Applicants are thanked for making known their interest in working for the District School Board of Niagara. Only those applicants who have been selected for an interview will be contacted with respect to this advertisement.

Warren Hoshizaki
Director of Education

Sue Barnett
Board Chair

The District School Board of Niagara is committed to inclusive, barrier-free recruitment and selection processes. We will offer accommodation for applicants as required throughout the stages of the recruitment and selection process. If you are contacted by the District School Board of Niagara regarding a job opportunity, please advise if you require accommodation. Information relating to accommodation will be addressed confidentially.