



MANITOBA MÉTIS FEDERATION

DISABILITY MANAGEMENT SPECIALIST

June 6, 2024

Posting #24-10-002 (REPOSTED)

The Manitoba Métis Federation (MMF) is the National Government of the Red River Métis - also known as the Manitoba Métis. The Red River Métis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Disability Management Specialist** position within our **Human Resources Department** located at 150 Henry Ave in **Winnipeg, MB**. Reporting to the Director of Human Resources, the Disability Management Specialist is responsible for overseeing and administering disability and WCB claims and leaves of absences by communicating with the appropriate parties.

Job Duties/Competencies:

- Administer and manage all aspects of the sick leave/extended medical absence programs for the MMF inclusive of claim submission review, claim initiation, ensuring effective case management by all involved parties, accommodations and maintaining appropriate contact with employees, and HR Representatives;
- Participate in developing, implementing and administering a positive and supportive Disability Management Program;
- Promote early and safe return to work through ongoing coaching of managers, focusing on accommodation and coordination of modified duties;
- Assist in data collection and analysis for liability reports, auditors, insurance renewals, and presentations to leadership;
- Prepare documentation and facilitate communication between managers and employees.

Skills and Qualifications:

- Bachelor's degree in Human Resources. CPHR Designation is an asset;
- Certified Return to Work Coordinator (CRTWC) or Certified Disability Management Professional (CDMP) Designations would be considered an asset;
- Five years' experience in disability and leave management;
- Experience in benefits and pension administration is an asset;
- Knowledge of federal and provincial laws and regulations regarding leaves, disability, and workplace injuries;
- Strong organizational, interpersonal and time management skills;
- Experience working with boards and/or committees is preferred;
- Knowledge of Red River Métis culture, and MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension, and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter, referencing the job posting number. This posting is open until filled.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Preference will be given to qualified Métis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.

MMF Human Resources Department
300-150 Henry Ave
Winnipeg, Manitoba R3B 0J7
Email to: jobs@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.