

**CITY OF CORNER BROOK  
CAREER OPPORTUNITY**

**Supervisor of Benefits & Compensation (Permanent/Full time)**

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The City of Corner Brook is presently accepting applications for the permanent full-time position of **Supervisor of Benefits & Compensation**. Reporting to the Manager of Human Resources, the Supervisor of Benefits & Compensation is responsible for providing leadership in the ongoing development, implementation, coordination and evaluation of the City's Disability Management (DM) Program. The City's DM program promotes an integrative, collaborative approach to respond to illness, injury and reduced work capacity, through support for early intervention and safe return to work.

**Duties and responsibilities:** Major duties will include acting as the City's Disability Management main contact; initiate and maintain contact with ill/injured employees, health professionals, insurance providers, WorkplaceNL case managers, managers, and all other involved parties; ensure the completion of all necessary documents as they pertain to disability claim management; collaborate with rehabilitation health professionals to develop, monitor, and implement gradual return to work plans for employees; participate in the development of return to work policies and procedures to ensure an efficient operation of the disability claim management program; maintain disability management status reports; and work closely with the Supervisor of OHS and the OHS committees to ensure an effective accident/incident monitoring and Early and Safe Return to Work Process. Responsibilities will include the implementation of a system for monitoring sick leave and the development of a sick leave management plan; provide monthly status reports for Directors and/or Division Heads as they relate to department and/or divisional absenteeism and associated cost; work with Supervisory staff to determine patterns in employee absenteeism; initiate contact with employees to discuss sick leave usage, absence of medical information, and requirements for medical form completion; assist with ergonomic review of employee tasks and workstations and when necessary, arrange for independent reviews of the same; and implement and coordinate a Wellness Program for City staff, monitor progress and recommend improvements. The successful applicant may also be required to handle media requests, including television and/or radio interviews and other related duties and responsibilities as assigned.

**Qualifications:** Successful completion of a level of education, training and experience equivalent to a bachelor's degree in a related field along with three (3) years related working experience. Strong knowledge and understanding of the disability management principles and best practices and experience in a municipal environment is considered an asset. Candidates must have a valid Class 05 Newfoundland and Labrador driver's license.

**SALARY:** \$44,253.18 - \$59,005.47  
**CLASSIFICATION:** Non Union  
**CLOSING DATE:** A review of resumes will begin on September 7<sup>th</sup>, 2018  
**COMPETITION NO:** 2018-42

Please submit résumés **giving complete details of qualifications** to the Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; E-mail [hr@cornerbrook.com](mailto:hr@cornerbrook.com)

*The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted*