



## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Assistant, Human Resources (Disability Management)
<b>JOB LEVEL</b>	B
<b>DEPARTMENT</b>	Organizational Support Services, Human Resources
<b>SUPERVISOR</b>	Manager, Organizational Support Services (Human Resources)

### **POSITION SUMMARY**

The Assistant, Human Resources (Disability Management) provides organizational support by assisting the Disability Management Officer, with responsibility for clerical tasks related to processing accident/incident reports, data entry, taking minutes, filing and processing mail.

### **DUTIES AND RESPONSIBILITIES**

- Ensure accident/incident reports are complete and ready for submission.
- Contact school or department as required for clarification/additional information.
- Update database regarding Worker Safety and Insurance Bureau (WSIB) reports.
- Generate and forward associated correspondence to employee.
- Distribute reports and forms to appropriate personnel.
- Make corrections/changes to claims information and contact WSIB adjudicator or claims broker as required.
- Complete research on claim file, medical file or personnel file as requested.
- Prepare memos, letters, reports, brochures, forms and presentation materials for Disability Management Officer.
- Assist with work overload at peak times.
- Take minutes for meetings chaired by Disability Management Officer.
- Assist with the management of records and files by purging, copying, filing and distributing documents.
- Arrange room bookings and catering for workshops and meetings.
- Prepare cheque requisitions for physiotherapy and other services.
- Open and process mail.

### **EDUCATION**

Completion of OSSD or equivalent.

### **EXPERIENCE**

Related work experience is an asset.