



**JOB POSTING:**  
**ABILITY COORDINATOR**  
(Full-Time permanent position)

**Posting Date: July 20, 2018**

**Closing Date: August 20, 2018 @ 9:00 a.m.**

**Position Start Date: start date is negotiable**

The City of Greater Sudbury is centrally located in Northeastern Ontario at the convergence of three major highways. It is situated on the Canadian Shield in the Great Lakes Basin and is composed of a rich mix of urban, suburban, rural and wilderness environments. Greater Sudbury is 3,627 square kilometers in area, making it the geographically largest municipality in Ontario and second largest in Canada. Greater Sudbury is considered a city of lakes, containing 330 lakes and the largest lake contained within a city, Lake Wahnapiatae.

The Sudbury Catholic District School Board provides Catholic education to 6,000 students in 18 locations throughout the area of Greater Sudbury. As part of the Human Resources Team and reporting to the Senior Manager of Human Resources, the Ability Coordinator is responsible for a range of duties enabling the HR department to deliver best practices and focused HR solutions. Sudbury Catholic promotes life-long learning and supports professional learning opportunities.

**Description of Position**

The Ability Coordinator, a member of the Human Resources Team is responsible for promoting a safe and healthy workplace for all employees. The Ability Coordinator will administer an attendance support program, as well as an ability management program for both occupational and non-occupational illnesses and injuries in a fair and consistent manner. That includes supporting the safe and timely return to work of employees after an illness or injury. He or she will also work with various stakeholder groups to promote wellness initiatives to empower employees to manage their own health and take steps towards a healthier lifestyle.

Safety responsibilities include supporting staff and processes related to compliance with health and safety legislation. He or she will also coordinate processes related to risk and hazard identification and the development of safe work procedures. Through consultation, this position will identify, develop and coordinate safety training.

**Required Qualifications/Skills/Abilities**

- A University Degree, in a relevant field, preferably specializing in Human Resources, or equivalent
- Solid knowledge of the Employment Standards Act
- Basic knowledge of collective agreement administration
- In depth knowledge of the Human Rights Code, the Occupational Health and Safety Act, and working knowledge of the Workplace Safety and Insurance Act
- Two years of recent related experience
- Well-developed communication skills – verbal, listening and written
- Highly organized and effective time management skills
- Good problem-solving skills
- Excellent inter-personal relation skills



- Ability to provide accuracy and attention to detail
- Proficient in the use of computerized HR systems, word processing, presentation software, and spreadsheet application software.
- High level of personal integrity, ability to maintain confidentiality, and strong work ethic
- Self-starter
- Ability to work in a fast-paced environment
- Ability to work in a team environment with a demonstrated customer service focus
- Demonstrated commitment to Wellness and Health & Safety
- Occasional access to a vehicle
- Ability to provide regular attendance

#### Preferred Qualifications/Skills/Abilities

- A Certified Human Resources Leader (CHRL) designation or equivalent
- A certificate in disability management
- Basic certification in Health and Safety or commitment to becoming certified
- Accredited university certificate in a field related to Health and Safety
- An openness and commitment to ongoing learning and training

#### Additional Information

Please note that a satisfactory criminal record check including the vulnerable sector check is a condition of employment.

The annual salary range for this position is \$63,556 to \$79,452 and includes a comprehensive benefit package.

Interested applicants may view our Web Site at [www.sudburycatholicschools.ca](http://www.sudburycatholicschools.ca) and send the following documents as one electronic document no later than 9:00 a.m. on August 20, 2018 to [employment@sudburycatholicschools.ca](mailto:employment@sudburycatholicschools.ca):

- a covering letter, clearly outlining how your qualifications, skills and experience relate to the position
- a complete resume
- contact information for three professional references, including supervisory
- recent performance appraisals if available
- supporting educational and/or training documentation.

Please quote the job title of Ability Coordinator in the subject line.

All applicants are thanked for their interest, however, only those selected for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is being collected for employee recruitment and selection purposes. If you require a disability-related accommodation to participate in the recruitment process, or if you have questions about this collection of information, please contact the Human Resources Department at (705) 673-5620.

Thank you for your interest in Sudbury Catholic Schools.

Joanne Bénard  
Director of Education

Michael Bellmore  
Chair of the Board