

## **JOB POSTING**

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To Work at the BC Nurses' Union Office

<b>Job Title:</b>	Labour Relations Officer – WCB Advocacy Temporary Full-Time (until approx. September 30, 2019 with possibility of extension)
<b>Posting #:</b>	USW-005-19
<b>Bargaining Unit:</b>	USW 2009
<b>Starting:</b>	March/April 2019
<b>Posting Period:</b>	March 19 to April 2, 2019

### **Position Overview**

Advocates on behalf of members with Workers' Compensation appeals and provides advice to members and staff on matters related to Workers' Compensation benefits.

### **Key Responsibilities**

#### **Investigates, researches, prepares and represents members with WCB appeals.**

- Investigates and researches individual members' cases involving Workers' Compensation claims; makes recommendations based on the merits of claims and represents members in their appeals to the Review Division and Workers' Compensation Appeals Tribunal and in other forums as required.
- Interviews claimants and witnesses; researches case histories, precedents and applicable policies and legislation, prepares cases for representation at appeals including both written and oral submissions. Prepares members for and conducts oral hearings.
- Works in a supportive, collaborative manner to represent members.
- Requests medical legal opinions, independent medical examinations and functional capacity evaluations.
- May be required to represent members with LTD appeals.

#### **Provides information, interpretation, support and instruction to staff, OH&S stewards and members on matters related to Workers' Compensation Benefits.**

- Ensures that OH&S stewards are kept informed regarding legislative and Board policy changes, identifying trends and developments regarding workers' compensation benefits.
- Provides assistance in developing training programs, as assigned.
- Facilitates workshop and makes presentations to stewards, members, and staff.

**Serves as union's in-house expert and staff lead on WCB matters, and works with other staff and departments collaboratively.**

- Collaborates with LROs and other departments and provides technical expertise on WCB matters.
- Works with other staff on complex cases involving return to work and/or accommodations.
- Provides input into the operational plan and collaborates with team members to ensure successful implementation of the plan.
- Refers and/or escalates issues out of scope to appropriate BCNU resource.
- Participates in team meetings and projects.
- Orientates new staff as required.

**Provides work direction to assigned administrative staff.**

- Participates in the efficient and cooperative use of resources and personnel.
- Delegates work appropriately to administrative staff.

**Performs other related duties as assigned.**

## **Qualifications**

The successful applicant must have:

1. College or university education in an approved Social Sciences, Occupational Health & Safety/Industrial Hygiene, Industrial Relations, Legal and/or Nursing program or an equivalent combination of education and related experience.
2. Demonstrated ability and recent progressive experience (3 - 5 years) as an active OH&S steward or labour relations officer with a good understanding of occupational illnesses and diseases and the Workers' Compensation system and appeals process.
3. Demonstrated ability and recent progressive experience (3 – 5 years) in advocacy work including researching cases, requesting medical legal opinions, preparing written submissions and representing workers in oral hearings.
4. Demonstrated ability to interpret the Workers' Compensation Act and policies as well as relevant collective agreement provisions and applicable legislation i.e.: Human Rights Code. Good knowledge of nurses' employment issues and the general environmental conditions of nursing. A thorough understanding of and commitment to trade union philosophy and BCNU's values.
5. Able to work well with others and independently manage a full caseload.
6. Strong verbal, written and interpersonal skills.
7. Ability to travel throughout the province and carry a valid driver's license.

## Required Competencies

- Functional/Technical Skills
- Timely Decision Making
- Delegation
- Informing
- Negotiating
- Presentation Skills
- Knowledgeable about Relevant Legislation/Jurisprudence/Regulations/Acts/Standards of Practice (as appropriate for the role)
- Advocacy
- WCB Provisions and Appeals
- Member Focus
- Dealing with Ambiguity
- Composure
- Learning on the Fly
- Political Savvy
- Teamwork
- Managing Diversity
- Listening
- Compassion
- Problem Solving
- Written Communication
- Decision Quality
- Intellectual Horsepower
- Priority Setting
- Strategic Agility
- Time Management

## How to Apply

Please submit a cover letter and resume marked "Private & Confidential" **by April 2, 2019** to:

**Mail to:** Human Resources  
BC Nurses' Union  
4060 Regent Street  
Burnaby, BC V5C 6P5

**Fax:** (604) 433-7945 or 1-888-284-2222  
**Email:** [hr@bcnu.org](mailto:hr@bcnu.org)

Applicants who have submitted applications in the past twelve months may re-submit an application if skills and qualifications have changed.

C: USW 2009  
Victoria and Kelowna offices