



**BC NURSES'
UNION**

Standing up for health care

JOB POSTING

To Work at the BC Nurses' Union Office

Job Title:	Labour Relations Officer – LTD Advocacy Regular Full-Time
Posting #:	USW-002-19
Bargaining Unit:	USW 2009
Starting:	April 2019
Posting Period:	March 15 to 29, 2019

Position Overview

This position advocates on behalf of members with Long Term Disability appeals and provides advice to members and staff on matters related to Long Term Disability benefits.

Key Responsibilities

Investigates, researches, prepares and represents members with LTD appeals.

- Investigates and researches individual members' cases involving Long Term Disability Benefits; makes recommendations based on the merits of claims and represents members in their appeals to the LTD carrier and the Claims Review Committee (CRC) and in other forums as required.
- Interviews claimants and witnesses; researches case histories, precedents and applicable policies and legislation, prepares written appeals submissions. Prepares members for attendance at the CRC.
- 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 WCB appeals.

Provides information, interpretation, support and instruction to staff, OH&S stewards and members on matters related to Long Term Disability benefits.

- Ensures that OH&S stewards are kept informed regarding collective agreement changes, identifying trends and developments regarding long term disability benefits.
- Provides assistance in developing training programs, as assigned.
- Facilitates workshop and makes presentations to stewards and members and staff.

Provides support to the Director of Occupational Health and Safety in program planning and coordination of case management and advocacy functions.

- Identifies trends with respect to LTD claims adjudication and makes recommendations to address policy issues which negatively affect members. Represents BCNU at the Claims Adjudication

Committee. Provides technical expertise regarding the LTD plan when grievances arise on interpretive matters.

- Liaises with counterparts in other unions and other organizations, to exchange information and keep informed of developments pertaining to Long Term Disability benefits.

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

- Collaborates with Officers and other departments and provides technical expertise on LTD matters.
- Provides input into the operational plan and collaborates with team members to ensure successful implementation of the plan. Oversees the work of and provides direction to assigned support staff.
- Refers and/or escalates issues out of scope to appropriate BCNU resource.
- Participates in team meetings and projects.
- Orientates new staff as required.

Oversees the work of and 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 Long Term Disability system and appeals process.
3. Demonstrated ability and recent progressive experience (3 – 5 years) in advocacy work including researching cases, requesting medical legal opinions, and preparing written appeal submissions. Experience with oral hearings is preferred.
4. Demonstrated ability to interpret the Collective Agreement 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
- Informing
- Negotiating
- Presentation Skills
- Knowledge about Relevant Legislation/Jurisprudence/Regulations/Acts/Standards of Practice (as appropriate for the role)
- LTD Provisions and Appeals
- Advocacy
- Member Focus
- Dealing with Ambiguity
- Composure
- 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 **March 29, 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

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