



Expression of Interest: RTW Specialist

Summary of Position

We are seeking applications for RTW Specialist. This position will be a full-time book-off working out of the union office of the member's designated site. There is no prior experience required as we will provide appropriate training. Please be advised all positions fulfilled during the local's administration are subject to ongoing review and change.

Duties of Position

Duties of the position will include:

- Represent members at return-to-work (RTW) meetings, modified work plan meetings, WSIB meetings, Duty to Accommodate meetings, and meetings with WHSW across all sites at Unity Health Toronto
- Perform WSIB on-site inspections across all sites at Unity Health Toronto to facilitate safer return-to-work meetings
- Meet with members regarding their concerns and assist them with Accommodation or RTW process
- Support members in filling out WSIB appeals packages and then forward all documentation to CUPE National Representative for filing via CUPE WSIB
- Support members navigating Unity Health Toronto departmental policies, procedures, and processes
- Maintain a database of all return to work, STD, and LTD
- Support members who are on medical leave
- Contact, and support members on Short-Term Disability, Employment Insurance, Long-Term Disability
- Other duties as assigned by the Administrator



Applicant Information

Full Name:	
Site: (circle one)	PHC SMH SJHC
Personal Email:	
Phone (Optional):	
Current Position:	FTE: (circle one) <i>Full-time Part-time Casual</i>

Related Experience

WSIB	☐ Yes ☐ No
Return-to Work (RTW)	☐ Yes ☐ No
Duty to Accommodate	☐ Yes ☐ No
STD/LTD	☐ Yes ☐ No

Other Union Experience/Training/Education

--

Additional Comments

--

If your application for RTW Specialist isn't accepted, would you like to be considered for future union roles or training opportunities? ☐ Yes ☐ No