British Columbia Teachers’ Federation
Disability Case Manager
Full-Time, Continuing
$68,176.58 to $81,276.48 per annum

The Role
Reporting to the Manager, Income Security Division, the Disability Case Manager is part of a team that, under the general direction of the Salary Indemnity Plan Administrator, manages the Salary Indemnity Plan (SIP) cases for BCTF members and determines member’s eligibility and candidacy for rehabilitation through the BCTF Health and Wellness (H&W) Program.

The Disability Case Manager adjudicates and approves or declines the payment of short-term benefits to claimants according to appropriate plan regulations and other pertinent criteria, co-ordinates the processing and forwarding of Long Term Disability (LTD) applications to Canada Life (CL), verifies candidates for the H&W Program and applies established service delivery criteria when assessing external Rehabilitation Consultants (RC) recommendations and plan details and monitors and provides oversight of the external service provider and individual rehab consultant network for quality assurance purposes.

Required Experience
Minimum of five (5) years’ experience in disability case and claim management within a unionized environment in an intermediate to large organization demonstrating knowledge of computerized health and benefit administration; claims processing and adjudication; and vocational rehabilitation principles and practices. Demonstrated ability to read, comprehend, and apply complex regulations and documents. Success in the role would require excellent listening, interpersonal and communication skills (both oral and written) and the ability to explain and clarify complex procedures and issues; the ability to apply tact, judgment, and discretion in decision making and possess strong analytical, decision-making and planning skills; proficiency using office computer software programs and databases and having thorough and accurate record keeping skills; the ability to work independently and to function as a member of a team. Experience in providing services in a member driven environment would also be an asset.

Required Education/Training
Completion of a University Degree in a Health-Related Discipline or Social Science or related field and eligibility for a professional designation related to Disability Management.

Please submit a cover letter, résumé, and references, not later than 5:00 p.m., August 26, 2021, via the link JP0288-2021-02.

Because the BCTF has an affirmative action policy, an applicant may wish to provide, on a voluntary basis, information as to whether they self-identify as a member of an equity-seeking group, which includes female, trans* (trans, transgender, transsexual, genderqueer, two-spirit, transwoman, transman), visible minority or racialized person, Aboriginal (Indigenous) person, person with a disability, or lesbian, gay, or bisexual person.

JW/eg/cfu