



BENEFITS REPRESENTATIVE

The Canadian Office and Professional Employees Union is seeking a permanent full-time Benefits Representative.

The Benefits Representative works with union members in collaboration with their Labour Relations Specialist to help them navigate their benefits claims. Applicants should have demonstrated experience in, and an extensive knowledge of unions and labour relations, WSIB, Health and Safety mechanisms to assist and support the union's capacity to ensure member benefits are effectively delivered. The Benefits Representative must be prepared to travel and work anywhere in Ontario.

Job responsibilities include:

1. **Membership Service:** Advocating for Cope members with disabilities, in the following areas, STD/LTD claims and appeals, WSIB claims and appeals, EI- sickness claims and appeals, CPP-D applications and appeals, retirement disability pensions applications and appeals, acting as a resource in the accommodation and return to work processes.
2. **Representation, and other legal matters:** knowledge of law of contracts, employment law, insurance law, human rights legislation and policies, labour law, WSIB legislation and policies, Ontarians with disabilities legislation, occupational health and safety legislation etc. Capable of and experienced recommending grievances pursuant to collective agreement language, legislation, law of general practice etc. and being a party to the grievance and arbitration process.
3. **Case Preparation and Administration:** Capable of and experienced preparing concise, detailed written summary reviews (WSIB, STD/LTD, CPP-D denials etc.), as well as detailed written appeal submissions. Experienced interpreting the applicable legislation, arbitration decisions, court decisions, WSIB tribunal decisions, human rights Tribunal decisions etc.
4. **Resource to the Locals and COPE Ontario Staff:** Experience and the ability to provide education and training regarding Occupational Health & Safety, disability advocacy, disability and the duty to accommodate, return to work, etc.
5. **External Liaison:** The Benefits Representative is a liaison between the Locals, Employers and the Benefits Plan Service Providers and other affiliated groups. Experience and the ability to prepare written appeal submissions in multiple jurisdictions, i.e., Ontario, and other provinces where we have members.
6. **Research & Investigation:** Capable of research, legal and medical. Understanding of medical terminology. Capable of and experienced managing multiple claims, multiple objectives, multiple deadlines. Experience and the ability to write coherent and concise detailed appeal submissions applying legal principles and governing policies pursuant to matter being appealed etc.
7. This job may require the employee to travel to different parts of the province, and to work evenings and the occasional weekend as required and agreed to.

8. The position may be located in either of the COPE Ontario offices – Toronto or Thunder Bay. The office space available is sometimes shared.

QUALIFICATIONS

Post-secondary education in a relevant field and a minimum of two years of directly related work experience or an equivalent combination of education and directly related work experience in labour relations.

- Experience with trade unions and social justice organizations which would include an extensive knowledge of trade unionism, the Canada Labour Code, the Labour Relations Act, understanding of collective bargaining, employment standards, workplace dynamics and the value of public services is required.
- Direct experience in grievance handling, collective bargaining and other labour relations work including discipline, and member representation.
- Ability to effectively establish priorities and meet deadlines while working in a fast-paced work setting as demonstrated through personal experience, individually or in a team environment.
- Excellent relationship management skills, including listening, advocating, negotiating, advising and conflict resolution, and situation-appropriate assertiveness are required.
- Demonstrated knowledge of an anti-racism and anti-oppression framework and the ability to ensure communications and membership outreach are inclusive to the multiple needs of members.
- French language proficiency, both written and verbal, is an asset.
- Excellent skills in using Office 365 including Microsoft Word, Outlook, PowerPoint, and Excel.
- Have an Ontario driving license and access to a reliable vehicle.

COPE Ontario is a diverse, progressive membership driven collective of Union locals that protects members' rights and empowers them to unite for better workplaces and communities.

Starting date: Immediately

Salary: The salary and conditions of employment are in accordance with the collective agreement between COPE Ontario and the International Association of Machinists and Aerospace Workers Union, Local 1922, District 78.

Qualified applicants should e-mail their resume no later than June 24, 2022 to: director@copeontario.ca.