# British Columbia Teachers’ Federation

**Disability Case Manager**

**Temporary, Full-time**

**As soon as possible to September 5, 2025**

**$75,250.99 to $89,710.25 per annum**

The British Columbia Teachers' Federation (BCTF) located on the unceded ancestral territories of the xʷməθkʷəy̓əm, sḵwx̱wú7mesh, and səlil̓w̓ətaɬ nations since 1917, is the union of professionals representing 50,000 public school teachers in the province of British Columbia, Canada.

As an organization, we are dedicated to advancing learning conditions for students concurrently with advocating for BC's public school teachers and the teaching profession. We are also deeply committed to democratic decision-making and supporting the engagement of the teachers who make up our member base. Equally, we act on our belief in social justice in schools and the broader community, and actively support our members in striving to achieve equity, inclusion, and a more just society for their students today and into the future.

The BCTF office building is situated in close proximity to the Canada Line and other major transit routes in a central Vancouver location. The BCTF provides an exceptional working environment for approximately 180 employees where respect, diversity, and professional growth are championed and valued.

We welcome applications from individuals who prioritize and share the same values of social justice, activism, and learning.

**This is an in-person position based out of 550 West 6th Avenue, in Vancouver.**

**Function and Purpose**

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 a medium to large organization with competency in

* computerized health and benefit administration
* claims processing and adjudication
* vocational rehabilitation principles and practices
* 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) with a trauma-informed approach
* 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**

* A University Degree in a Health-Related Discipline or Social Science or related field and
* professional designation related to Disability Management is an asset e.g. College of Vocational Rehabilitation Professionals (CVRP).

**Benefits of working at the BC Teachers’ Federation include but are not limited to:**

* a competitive salary and total compensation package
* optional flexible schedule including nine (9) day fortnight
* four (4) day workweek during months of July and August
* employer-paid extended health and dental
* generous paid annual leave (20 days) and other entitlements
* opportunities for growth and access to professional development
* Municipal Pension Plan (employer and employee joint contributions)
* on-site parking/subsidized transit
* long-term disability
* life insurance
* Employee and Family Assistance Program
* a supportive team environment.

Please submit a cover letter, résumé, and references, not later than 5:00 p.m., November 1, 2024, via the link [JP0288-2024-01.](https://bctf-external.scouterecruit.net/jobs/JP0288202401)

***Diversity and Accessibility Statement***

*The BC Teachers’ Federation is committed to furthering social justice, diversity, decolonization, equity, and inclusion within our community. Applicants are encouraged to disclose, on a voluntary basis, whether they self-identify as a member of an equity-deserving group, which includes female, 2SLGBTQIA+ person, a person of colour, a person who has experienced racism, Aboriginal (Indigenous) person, and/or a person with a disability.*

*The BCTF strives for compliance with the Accessible British Columbia Act and ensuring our communities are as barrier-free as possible. Applicants requiring an accommodation are encouraged to contact the hiring manager at 604-871-2200.*

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