



Employment Opportunity

United Food and Commercial Workers (UFCW) Local 401

Union Labour Relations Officer – WCB Advocate Duties

United Food and Commercial Workers (UFCW) Local 401 is Alberta's largest private sector union representing 32,000 members working in diverse industries such as retail, food processing, beverage production, hospitality, gaming, healthcare and education. We are part of the 1.3-million-member United Food and Commercial Workers International Union, representing working people across North America.

Our growing local union is currently seeking a **Union Labour Relations Officer – WCB Advocate based** out of our Calgary office, however, work location may be negotiable. Travel and mobile work will be required. This role will support our WCB Department to advocate on behalf of members while training and educating them. This role will oversee and track WCB claims / cases and return to work processes. They will recommend strategies to the WCB to enhance procedures and policy for the best settlement for our members. This is a contract with a period of up to one (1) year with office hours and the possibility of extension.

The role requires contribution to positive interaction with the membership, positive public relations of the local union with external stakeholders such as employers, decision-makers, allied organizations and the general public. You will help create an inclusive and diverse environment for members to engage with the local union and build and maintain productive relationships with community partners and allies of the local union.

Applicants must have a valid Class 5 driver's license and a minimum of three (3) years of continuous driving experience and no major convictions. A driver's experience letter may be required. The successful candidate will need to travel, work occasionally on evenings and weekends, with some on call duties.

We offer a competitive compensation package with lots of opportunity for interesting and challenging work.

JOB DESCRIPTION

Duties include, but are not limited to:

Case files and return to work planning meetings:

- Attend and participate in the scheduled meetings.
- Prepares for cases and return to work plans in advance, ensuring all relevant documentation is at hand, and identifies appropriate, achievable objectives.

Meeting with members:

- Communicates clearly, concisely confidently and assertively.
- Communicates calmly, courteously, and tactfully.
- Knows subject and is sure of content of communication, prepares and structures communication well.
- Uses lay terms, not jargon and explains procedures to those not familiar with them.
- Sets out arguments clearly and logically; persuades and influences others.
- Ensure appropriate exchange of information.
- Responds appropriately to complaints from members.
- Ability to oversee multiple files at one time.

MINIMUM REQUIREMENTS

Applicants must have the following competencies for this position:

- College or University degree in political science, sociology and labour studies or related field or;
- No less than 2 years experience in WCB procedures and policies
- Knowledge of *Alberta Workers Compensation Act*
- Knowledge of *Alberta Occupational Health and Safety Act*
- Knowledge of Alberta Human Rights and *Freedom of Information and Privacy Act*
- Knowledge of workplace Physical Demand Analyses (PDA)
- Advanced Microsoft Office suite skills (Excel, PowerPoint, Teams, SharePoint, etc.)

OUR IDEAL CANDIDATE WILL POSSESS:

- Ability to engage in high level dialogue with employers to achieve the best possible settlements given each individual case.
- Ability to self-direct and demonstrate initiative within existing reporting structure.
- Organized and adaptable.
- Good knowledge of human anatomy
- Detail-oriented.
- Highly collaborative, with strong interpersonal skills
- Appreciates parameters within which to advocate and determines appropriate strategy.
- Records/inputs information accurately and collates information appropriately.

Assets:

- Analytical Thinking
- Creative Thinking
- Exceptional Communication
- Creative Problem Solving
- Advanced Interpersonal Relationship
- Membership Engagement
- Achievement / Results Oriented

REMUNERATION

Remuneration and terms and conditions of employment for this position include benefits and vacation entitlement.

SUBMISSION INSTRUCTIONS:

Please forward applications to UFCW Local 401 by email to jobapplication@ufcw401.ab.ca. Posting will remain open until a suitable candidate is found. Be sure to highlight any assets and qualifications that you will bring to this position.

Only candidates selected to be interviewed will be contacted, though we thank and appreciate all interested applicants.