

**Position Vacancy**

**Special Assignments Officer – Benefits/Reclassification (Under Review)**

**Closing date for applications: Friday, January 7, 2022**

**To: ALL CUPE LOCAL 500 MEMBERS**

**GENERAL FUNCTION**

Under the general direction of the President, CUPE Local 500 requires an experienced trade unionist to provide a wide range of benefits and reclassification services to union members. The Special Assignments Officer will work with the Local's staff, leadership and members of other related labour organizations as assigned.

**SUMMARY OF DUTIES/RESPONSIBILITIES:**

- Provide guidance and support to Local 500 members at Disability Case Management/Return to Work meetings with the employer and the Winnipeg Civic Employees' Benefit Program (WCEBP).
- Monitor, advise on and enforce members' rights and entitlements on Return to Work/Duty to Accommodate related issues.
- Provide general and specialized information to members, stewards and elected leadership on the interpretation and application of federal and provincial human rights legislation and associated regulations.
- Respond to member e-mail and phone inquiries regarding benefit questions.
- Conduct research and prepare material in the areas of job evaluation, classifications and pay equity.
- Analyze information on classification matters resulting from reviews and/or studies, makes recommendations and negotiates job classification titles and pay rates.
- Negotiate terms and conditions as they relate to various departmental reorganizations.
- Research and prepare material for policy statements, reports and member communication updates.
- Negotiate car allowance as deemed necessary.
- Other duties as may be assigned to assist the Local.

## **QUALIFICATIONS:**

Applicants should have the following:

- Minimum of 3 to 5 years of experience as a union activist with a strong commitment to the labour movement.
- Demonstrated ability to communicate effectively both orally and in writing.
- Demonstrated ability to work independently and with people at all levels within the union, employer representatives and other organizations/agencies.
- Knowledge of acts and regulations, policies and practices that govern the duty to accommodate.
- Knowledge and familiarity with Group Health Benefits and Employee Insurance Plans.
- Experience and training in the areas of job evaluation, classifications and pay equity is preferred.
- Experience in contract negotiations including collective agreements, Letters of Understanding, Memorandums of Settlement, Memorandum of Agreements and Supplementary Agreements.
- Experience in drafting contract language.
- Must possess a clear understanding of the Canadian labour structures and Central Labour bodies.
- Strong computer skills in the use of Microsoft Office Products and internet applications.
- Ability to conduct independent research and comprehend complex legislation and regulations.
- Good knowledge of CUPE's policies and practices, the labour movement and adult education techniques.
- Must be willing to work in a stressful work environment and have the flexibility to work evenings/weekends as required.
- Must possess a vehicle and have a valid driver's license.

### **Notes:**

1. Applicants for this position must include a resume of qualifications and experience.
2. Applicants selected for an interview may be required to complete a test related to the duties of the position.
3. First consideration will be given to CUPE Local 500 members.
4. The successful applicant will participate in an education and training program in those areas where the applicant may require as directed by the Local 500 President.
5. Salary and benefits are in accordance with the Terms and Conditions as outlined in the SAO Working Agreement.
6. Six-month probationary period with option to extend by employer.
7. As part of our commitment to employment equity, CUPE 500 encourages applications from qualified members of five designated groups: women, Indigenous peoples, persons with disabilities, racialized people and LGBTQ2+ people.

**Please submit resume to:** Gord Delbridge, President, CUPE Local 500  
203 – 275 Broadway, Winnipeg, Mb. R3C 4M6  
Email: [gdelbridge@cupe500.mb.ca](mailto:gdelbridge@cupe500.mb.ca)

**We thank all applicants for their interest. Only those selected for an interview will be contacted. Requests for Reasonable Accommodation will be accepted during the hiring process.**