

Vocational Rehabilitation Officer

Term full-time up to one year: 1 position

Location: Regina SK

Posting: #2025-18

Posting Date: September 8, 2025

Closing Date: September 19, 2025

Pay Band: level 11 \$39.94 to \$47.02 per hour

Empowering our members to rebuild independence
& support successful returns-to-work

Join SGEU Today!

The Saskatchewan Government and General Employees' Union (SGEU) has a rich 100-year history as a made-in-Saskatchewan labour partner. We are a membership driven union that advocates for healthy, productive work environments and inclusive representation.

OUR WORKPLACE

SGEU fosters a collaborative work environment rooted in excellence, providing a range of labour relations services to over 20, 000 members across Saskatchewan. Guided by a culture of professionalism, teamwork and accountability, we operate on the traditional territories of Treaty 4 (Regina) and Treaty 6 (Saskatoon and Prince Albert) and the homeland of the Métis nation. We are grateful for the opportunity to live and work on these lands and remain committed to advancing truth and reconciliation. And remain committed to advancing truth and reconciliation.

OUR COMMITMENT TO DIVERSITY

SGEU is committed to the full participation of diversity groups. These groups include all equity groups recognized by the Saskatchewan Human Rights Commission: Indigenous Peoples, Members of Visible Minority Groups, Racialized Groups, Persons with Disabilities and Women in Under-Represented Roles, as well as LGBTQ2s+ persons and Newcomers to Saskatchewan.

WHAT YOU'LL DO

SGEU has developed and administers its own Long Term Disability Plan. As a Vocational Rehabilitation Officer, you will play a key role supporting individuals as they navigate return-to-work processes. You'll provide a proactive multi-disciplinary approach to assess vocational needs, develop tailored rehabilitation plans, and coordinate services to help clients achieve meaningful and sustainable employment. This role is ideal for someone who is compassionate, solution-focused, and motivated to make a real difference in people's lives.

WHO YOU ARE

Candidates will have the following qualifications:

- Completed or have an equivalent combination of a post-secondary education combined with a minimum of three (3) years' experience in the field of vocational rehabilitation;
- Thorough understanding of a union's legal framework and environment, including statutes such as *The Saskatchewan Employment Act, the Workers Compensation Board of Saskatchewan, Employment Insurance, Canada Pension Plan and Saskatchewan Government Insurance*;
- Experience working in an automated office environment using most features of Microsoft Office 365 such as: Word, Excel, PowerPoint, Outlook and TEAMS;
- Thorough understanding of public and private rehabilitation programs;

- Technical experience guiding accommodation and return to work processes and acting as a liaison with appropriate partners such as health care providers, rehabilitation officials and employers.
- Proven track record establishing and maintaining functional relationships with internal and external stakeholders; and
- Excellent written and oral communication skills, typically demonstrated by preparing and presenting reports.

Candidates will have the following primary duties and the knowledge, skills and abilities to complete them:

- Develop comprehensive, realistic, and efficient accommodations and return to work plans aligned to supporting medical documentation, in some cases arranging upgrading of skills;
- Identify barriers to accommodations and return to work plans;
- Arranges plan member testing and assists with employer specific accommodations and alternative employment searches such as career coaching;
- Build trusted relationships with members and stakeholders.
- Deliver individualized counseling to assist individuals adjusting to the psychosocial effects of their disability.
- Negotiate workplace accommodations and return to work agreements with employers based on supporting medical;
- Liaise with third party case managers in relation to individual needs of case files; and
- Perform various administrative functions such as report preparation, maintaining records and compiling statistics.

OUR BENEFITS

- Competitive salaries
- Earned days off
- Dental care benefits
- Vision care benefits
- Extended health care benefits
- \$500/year, Health Spending Account
- Pension plan (10% employer funded, 8% employee funded)
- Long-Term Disability coverage
- Continued education and professional development

HOURS OF WORK

This term position is headquartered in Regina, SK. SGEU's VRO positions are designated as field staff and work 144 hours in a four-week averaging period during SGEU's hours of operation 8:00 am-5:00 pm. Vocational Rehabilitation Officers may be required to travel throughout Saskatchewan, including some overnight stays.

HOW TO APPLY

If this role and SGEU sound like an exciting fit for you, we invite you to apply! Candidates must be eligible to work in Canada. Required work permits or other authorizations which may be required are the sole responsibility of the candidates applying. **Candidates are asked to provide a cover letter and résumé detailing specific experience as it relates to this competition to recruitment@sgeu.org**

***Only candidates selected for an Interview will be contacted.
USW Local 9841 qualified candidates will be given first consideration.***