

## Appeals Hearing Coordinator – Bilingual (French/English)

<b>Organization:</b>	Workplace Safety and Insurance Appeals Tribunal
<b>City:</b>	Toronto, ON
<b>Job Term:</b>	1 permanent, designated bilingual
<b>Job Code:</b>	Office Administration 10
<b>Salary Range:</b>	\$26.89-\$31.65 per hour
<b>Posting Status:</b>	Open

The Workplace Safety and Insurance Appeals Tribunal (WSIAT) is a highly specialized adjudicative tribunal that hears appeals of final decisions of the Workplace Safety and Insurance Board. The (WSIAT) is looking for a highly motivated professional to provide bilingual (French/English) support for the Scheduling department to assist with the planning and scheduling of hearings.

### What can I expect to do in this role?

Working under the direction of the Manager, Scheduling Administration, the Appeals Hearing Coordinator will:

- Communicate with appellants/representatives by letter/telephone to schedule hearing dates in compliance with applicable rules and regulations
- Liaise with parties, adjudicators and Tribunal staff to resolve problems
- Liaise with Manager, Scheduling Administration concerning appropriate matching of adjudicative resources and cases
- Contact parties for additional information and respond to inquiries
- Meet production and turnaround time targets for processing cases
- Arrange zoom hearings, interpreters, court reporters, etc.
- Organize and maintain accurate data on computerized tracking system
- You must be fluent in English and French

### How do I qualify?

Administrative Knowledge Skills:

- You have demonstrated administrative, scheduling and coordinating experience in order to plan and schedule hearings
- You have excellent attention to detail in order to perform very involved work tasks
- You have good analytical skills to understand and resolve problems and inquiries
- You have knowledge of the Workplace Safety and Insurance Act and the Tribunal's Practice Directions and Appeal Procedures, or the ability to acquire this knowledge, in order to identify requirements for Tribunal hearings and ensure consistent application of policies and procedures

Communication and Interpersonal Skills:

- You have excellent oral and written communication skills (in English and French).
- You have strong interpersonal skills to deal effectively with Vice-Chairs, panel members, appellants and respondents, representatives, solicitors, the public and other Tribunal staff

- You have good grammar/spelling skills to compose correspondence and proofread completed work

#### Computer Skills:

- You have strong computer skills in typing, word processing and various software packages in order to prepare correspondence and other documents
- You have the ability to use a computerized case tracking system in order to maintain, update and generate information using the Tribunal's customized tract system

#### Organizational Skills:

- You have excellent planning, organizational and coordination skills to schedule hearings and coordinate bookings for OICs
- You have the ability to prioritize, multitask and work well under pressure in order to perform work with limited direction, under the pressure of time constraints and deadlines
- You have the ability to work well under pressure to meet tight deadlines and work with detailed and complex documents

#### Additional Information

Address: 1 permanent, 505 University Avenue, 5<sup>th</sup> floor, Toronto  
Compensation Group: OAD10  
Posted on: September 11, 2023

#### How to Apply:

For **INTERNAL** candidates, please follow these directions:

1. Please log onto your ADP account and select Myself>Talent>Career Centre.
2. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, please show how you demonstrated the requirements for this job. We rely on the information you provide to us.
3. If you require accommodation for a disability during any stage of the recruitment process, please notify us at [Recruitment@wst.gov.on.ca](mailto:Recruitment@wst.gov.on.ca). Recruitment staff will contact you within 48 hours.

For **EXTERNAL** candidates, please follow these directions:

1. Please submit your resume and cover letter through our online [WSIAT Career Centre](#)
2. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, please show how you demonstrated the requirements for this job.
3. If you require accommodation for a disability during any stage of the recruitment process, please notify us at [Recruitment@wst.gov.on.ca](mailto:Recruitment@wst.gov.on.ca). Recruitment staff will contact you within 48 hours.

**Remember:** The deadline to apply is October 6, 2023, 11:59 pm EDT. Late applications will not be accepted. We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Workplace Safety and Insurance Appeals Tribunal is an inclusive employer.  
Accommodation is available under the Ontario Human Rights Code.**

*Job advertisements for positions that have been designated bilingual will be provided in both English and French on the website. Positions that are not designated bilingual are not translated and are displayed in English only on both the English and French versions of the website.*

*Les annonces d'emploi pour les postes désignés bilingues sont publiées en français et en anglais sur le site Web. Les annonces pour les postes qui ne sont pas désignés bilingues ne sont pas traduites et elles figurent en anglais seulement, tant dans la version française que dans la version anglaise du site Web.*