



Date: May 16, 2023

Competition: 23-47

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position:	Disability Services Manager (Position #1000373)
Division:	Student Affairs
Reporting To:	Senior Manager, Student Learning Supports & Disability Services

Justice Institute of British Columbia:

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

Position Summary:

The Disability Services Manager is responsible for the ensuring all students at JIBC have the opportunity to be successful through the management of disability-related accommodation processes and plans and advocacy and services for accessibility. This role ensures the quality and consistency accommodations for students with disabilities, and oversees all aspects of the accommodation process, including assessment of documentation and development of appropriate learning-related accommodations and service requirements, coordination of appropriate resource staff, scheduling of accommodated exams, and collaboration with program areas across JIBC.

The Disability Services Manager operationalizes JIBC's commitment to supporting students with disabilities and reducing barriers to post-secondary education, including JIBC's adherence to human rights legislation and guidelines, while maintaining confidentiality standards at all times.

This role contributes to the overall success of the Learning Supports and Disability Resources team, and ensures that all programs, processes and student services contribute to the JIBC's strategic direction and divisional goals.

Primary Responsibilities:

- Meet with students to assess academic, education, and other disability-related needs, and determine and develop appropriate academic accommodation plans for students with disabilities
- Write comprehensive case notes pertaining to client history, progress, and accommodation plans;

- Ensure that ongoing contact with students is maintained to monitor the effectiveness of the accommodations and supports;
- Consult with physicians, psychiatrists, psychologists, therapists, social workers, counsellors, doctors, and other health care practitioners regarding students' needs, when necessary;
- Work with programs to coordinate and implement individual academic accommodation plans. Ensure equitable access for students with disabilities to classroom activities, course requirements, programs, services, and facilities;
- Schedule accommodated tests, midterm and final exam requests, maintain security and integrity involving the storage, transmittal, and administration of accommodated tests and exams;
- Maintain a referral list of disability service providers not directly hired through JIBC (tutors, coaches, etc.) and provide information as required to students and divisional staff supporting accommodation;
- Support advocacy and awareness related to student accommodation and the promotion of universal design for learning and a social model of disability;
- Ensure equitable access for students with disabilities to classroom activities, course requirements, programs, services, and facilities;
- Respond to student inquiries regarding learning challenges and difficulties that affect the individual student's learning experience, assessing needs and providing referrals, when appropriate;
- Refer individuals to community resources for support and diagnosis of disability;

Qualifications & Requirements:

- A Bachelor's degree from a recognized post-secondary institution, with preference for a degree in a related discipline (Social Work, Education, Educational Psychology, Sociology, or a related field).
- Minimum 3 years' training and direct experience assessing and supporting student disability accommodations in the post-secondary environment;
- Experience providing mental health supports, including risk assessment and crisis intervention;
- Suicide prevention training / experience preferred;
- Training and experience in de-escalation;
- Experience supporting international and indigenous students valuable;

An equivalent combination of education and experience may be considered

Other Knowledge, Skills and Abilities:

- Working knowledge of disability support resources;
- Knowledge of assistive technology;
- Exceptional communication skills, and the ability to make information meaningful;
- Exceptional interpersonal skills, including exercising sound judgment and providing supportive information for students who come from a range of diverse communities with diverse needs;
- Knowledge of Canadian post-secondary education systems;

We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits after three months, and enrollment in the College Pension Plan upon hire. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.

Salary Range: \$81,190.20 - \$90,162.80 per annum (Fair Comparison Faculty Equivalent Job Level P3)

Posting Date: May 16, 2023

Closing Date: June 4, 2023

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #23-47 via email to: People and Culture at hr@jibc.ca

For more information about this position, please contact: Sam Matychuk at smatychuk@jibc.ca.

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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