

# JOIN OUR TEAM!



## THE ROLE

### Accessibility Coordinator

This is a permanent part-time (temporary full-time hours until March 2024) role at the County, with an hourly compensation range of \$27.01 - \$31.26.

## THE OPPORTUNITY

Using your knowledge of the Accessibility for Ontarians with Disabilities Act (AODA), you'll provide guidance to Haldimand County staff to ensure that we continue to move forward as an inclusive, accessible community. You'll be responsible for evaluating new and existing programs and services for AODA compliance. As the staff liaison to the Accessibility Advisory Committee, you'll work proactively with community members to ensure that accessibility remains a priority with all County-led projects and Initiatives meeting legislated standards. Time management skills, attention to detail, and the ability to build strong interpersonal relationships will be a key to success in this role.

## THE PERKS

- Hybrid Work Options
- EFAP Program
- Employee Recognition
- Wellness Programs
- Safe & Friendly Work Culture
- Professional Development
- Defined Benefit Pension
- Perks & Discounts



- Community College Diploma relative to area of responsibility.



- Minimum 2 years current related experience.
- Preferably in municipal setting



- Emotional Intelligence
- Diversity & Cultural Intelligence
- Interpersonal Communication

## THE COUNTY

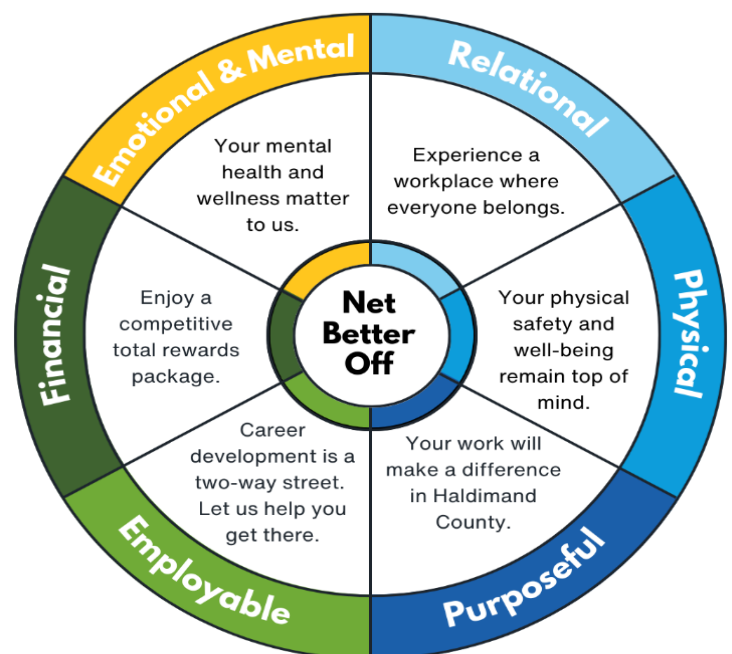
Haldimand County is a single-tier municipality with a dedicated team of professionals committed to delivering exceptional services to our citizens. With a focus on excellence, our county stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding career where we prioritize the health and wellness of our employees, their families, and the communities we serve.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive environment.

## THE NEXT STEPS

If this sounds like you, please submit your application online at [www.haldimandcounty.ca/careers](http://www.haldimandcounty.ca/careers).

This posting closes on **December 19, 2023 at 4:30 p.m.** Visit our careers page for more opportunities.



## JOB DESCRIPTION

### Accessibility Coordinator, Customer Experience & Communications

<p><b>POSTING #:</b> CUPE-2023-63</p> <p><b>POSTING PERIOD:</b> December 5 – 19, 2023</p>	<p><b>Employer Group:</b> CUPE</p> <p><b>Reporting To:</b> Supervisor, Customer Experience &amp; Communications</p>
<p><b>Grade:</b> 7</p> <p><b>Wage Range Hourly:</b> \$27.01 - \$31.26</p>	<p><b>Position Status:</b> Permanent Part-Time (temporary full-time hours until March 2024)</p> <p><b>Hours Worked Per Week:</b> Up to 24hrs per week (35 hrs temporarily)</p> <p><b>Location:</b> Haldimand County Administrative Building</p>

#### CORE COMPETENCIES:

Emotional Intelligence | Diversity & Cultural Intelligence | Interpersonal Communication | Innovation, Creativity & Creativity | Collaborative Skills

#### POSITION SUMMARY:

The Accessibility Coordinator will act as the subject matter expert and provide leadership in achieving and maintaining a state of compliance of AODA standards and Accessibility governance for Haldimand County. The incumbent will develop, coordinate and update the County's Accessibility for Ontarians with Disabilities Act, 2005 (AODA) program, policies and procedures including the corporate multi-year accessibility plan, while continuously evaluate existing services and programs for AODA compliance. They will also develop and facilitate educational training programs for staff on AODA legislation and best practices. Additionally they will identify, remove and prevent barriers to people with disabilities who utilize the amenities, services and facilities of Haldimand County. Lastly, they will act as a liaison between staff, the community and Accessibility Advisory Committee to proactively address accessibility-related matters and ensure County-led projects and initiatives meet legislated standards.

#### QUALIFICATIONS, KNOWLEDGE & SKILLS

##### Education

- College diploma in related field (i.e., Social Services, Social Equity & Diversity, Occupational Therapy, Accessibility Studies).

##### Experience

- 2 years of current related experience.
- Special consideration will be given to applicants:
  - Experience in a municipal setting

##### Knowledge/Skills

- Well-developed knowledge and understanding of the Ontarians with Disabilities Act 2001, the Accessibility for Ontarians with Disabilities Act 2005, the Ontario Building Code and related legislation and the ability to interpret new or changing legislation;
- Knowledge of the Ontario Human Rights Code, Canadian Charter of Rights and Freedoms as well as other related legislation;
- Technical knowledge to adequately interpret Accessibility regulations and standards and assess accurately when considering County projects and proposals;
- Knowledge of best practices in policy development and project management related to inclusion,

- accessibility;
- Facilitation skills to organize and deliver accessibility training programs;
- Exemplary interpersonal and communication skills, both verbal and written, with experience in report-writing and policy development;
- Leadership skills to adequately advise, instruct, train and influence others in the organization with respect to legislative compliance related to all accessibility standards;
- Ability to lead a group of volunteers and provide direction, information, organization and scheduling of priorities, goals and tasks;
- Analytical skills to review plans and proposals and respectfully counter others, influence change or compromise to achieve compliance with regulatory standards;
- Exemplary political acuity to exercise tact, diplomacy, sound judgment and initiative when investigating, questioning, and dealing with inquiries, requests, and submissions;
- Time management / organization skills to deal with multiple priorities and deadlines;
- Consensus building skills to influence cooperation among individuals and groups with diverse backgrounds and perspectives;
- Ability to facilitate dialogue and communication between community members, groups, county departments, Council and committees and boards;
- Demonstrated experience in the use of Adobe Acrobat to convert and create fillable electronic forms including proper labelling, text conditions, etc. to ensure usability, accessibility and data integrity;
- Ability to organize, engage, mobilize and support diverse stakeholders, with strong facilitation skills to identify issues and develop action plans;
- Must possess initiative, excellent judgement and the ability to work independently with minimal supervision.
- Technology Aptitude
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  - Demonstrated intermediate computer skills to utilize various technological devices and programs while adhering to cybersecurity and best practices are followed.
  - Intermediate knowledge of MS Office (Word, Excel, Outlook, PowerPoint). The incumbent must also possess:
    - Thorough understanding and knowledge of digital / electronic forms;
    - Demonstrated experience in the use of Adobe Acrobat to convert and create fillable electronic forms including proper labelling, text conditions, etc. to ensure usability, accessibility and data integrity;
    - Thorough understanding of website content management platforms, development best practices and associated legislation (WCAG 2.0);
    - Proven ability to use desktop or department / division specific software packages on their own or combine information from different software packages to get the desired result
    - Solid understanding of the software to enable the incumbent to know the best tool to do the job efficiently
    - Knowledge to develop quality reports, professional looking presentations, publications and/or to develop complex spreadsheets for analysis or presentation of data (including use of formulae).

## **RESPONSIBILITIES**

The incumbent is expected to but not limited to:

### Functional

- Acts and Legislative Duties:
  - Coordinate the County-wide fulfillment of all requirements outlined in the Accessibility for Ontarians with Disabilities Act (AODA) and other relevant legislation, in conjunction with county management, staff and the Accessibility Advisory Committee.
  - Monitor provincial developments regarding the Ontarians with Disabilities Act (ODA) 2001 and the Accessibility for Ontarians with Disabilities Act 2005 (AODA) and related legislation and examine municipal implications, making recommendations with respect to requirements for municipal compliance.
  - Prepare and submit the provincial Accessibility Compliance Report on behalf of the municipality, as required by the legislation and regulations.
- Implementing and Drafting Policies & Procedures:

- Develop, coordinate, monitor, update, distribute and assist with implementation of the county's multi-year Accessibility Plan to ensure compliance with provincially mandated accessibility legislation and standards.
- Respond to new accessibility standards as they are introduced, drafting new policies/procedures or modifying existing ones, to ensure continued compliance.
- Lead and champion corporation-wide accessibility initiatives, including chairing group meetings and developing and implementing corporate policies and service delivery strategies related to accessibility; Receive and review inquiries, concerns, requests for information and public feedback related to accessibility issues. Respond to requests for information and provide feedback and direction as required.
- Serve as principal staff liaison between county staff and the Accessibility Advisory Committee, by communicating the needs and recommendations of the committee to county departments, identifying concerns, recommending changes and reporting progress on staff projects to the committee.
- Coordinate, schedule, and plan Accessibility Advisory Committee meetings, agendas, and work plans;
- Review County project and capital works plans with Advisory Committee and provide committee approval or make recommended changes.
- Conduct accessibility audits on county facilities, programs, policies, procedures and processes, as required, and make recommendations for improvements.
- Prepare reports and deliver presentations to Council, Committee and Senior Management as required.
- Accessibility:
  - Proactively address accessibility related matters to identify, remove, and prevent barriers to people with disabilities to access to Haldimand County services, programs, and facilities.
  - Create accessible PDF forms and documents, as requested.
- Training & Development:
  - Prepare training and resource plans to ensure that departments are aware of their responsibilities under the AODA and develop resources that empower departments to meet AODA requirements;
  - Develop a framework for evaluating and reporting to senior management on the achievement of accessibility goals;
  - Work with staff on an ongoing basis to ensure the county website achieves WCAG compliance.
  - Provide consulting and training to staff across the corporation on issues related to accessible service delivery.

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

### **WORKING CONDITION(S):**

- Regular Business Hours: 8:30am – 4:30pm, Monday to Friday

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at [hrhelpdesk@HaldimandCounty.on.ca](mailto:hrhelpdesk@HaldimandCounty.on.ca).

*County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM via County's Intranet - FuNK and submit online with a resume and cover letter by 4:30 PM on the last day of this posting.*

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.