



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Accessibility Advisor <i>Staff Bargaining Unit</i>
Position Status:	Permanent, Full-Time (35 hrs/week) OSSTF
Department:	Student Success & Wellbeing
Supervision Received:	Manager, Student Success and Wellbeing
Supervision Exercised:	Student Assistants, Note-takers, Proctors
Location:	Sault Ste Marie, Brampton
Number of Positions:	1

PRIMARY FUNCTIONS:

A. Accessibility Services and Accommodations Advising	60%
B. Learning Centre Coordination	35%
C. Outreach	5%
TOTAL	100%

Reporting to the Manager, Student Success and Wellbeing, the Accessibility Advisor will be the primary advisor/case manager for all students with disabilities at Algoma University. This position is responsible for assessing student's disability-related needs, evaluating supporting documentation, and assessing and interpreting confidential medical/psychological documents. They will develop, implement and support individualized academic accommodation plans for students with disabilities and will coordinate and implement the required support services. The focus on these services will support retention efforts and improve academic success. Non- regular hours may be needed on occasion to accommodate



service to students, exams, events etc.

RESPONSIBILITIES:

A. Accessibility & Accommodative Advising (60%)

- Provides documentation requirements to incoming students and conducts intake to register new students with Accessibility Services.
- Reviews/assesses all professional documentation to determine eligibility requirements for accessibility services and academic accommodation.
- Coordinates with partners in Accessibility Services at all campus sites to ensure the accommodation needs of Algoma students are being met.
- Evaluates and interprets medical, psycho-educational assessment and other related documentation in support of a student's need for academic accommodation.
- Conducts preliminary screening of students suspected of having a learning disability, AD/HD, or Autism Spectrum Disorder.
- Conducts screening for potential mental health disabilities, interprets results, and makes referrals to appropriate resources.
- Coordinates referrals for students to the Northern Ontario Assessment and Resource Centre for further testing. Compiles student's prior documentation and participates in feedback sessions with Registered Psychologists upon assessment completion.
- Meets individually with students to assess, review and discuss academic needs and functional limitations.
- Determines, develops and institutes appropriate academic accommodation plans that mitigate the student's functional limitations while preserving dignity and academic integrity.
- Liases regularly with faculty on behalf of students, resolving accommodation or accessibility questions, complications, concerns and/or any disagreements that may arise regarding the accommodation plan.
- Advocates for students with disabilities in multiple contexts and with various internal departments (Office of the Registrar, Student Accounts, Academic programmes)
- Participates in the hiring and training of note-takers, readers/scribes, and proctors. Preparation and submission of all required timesheets.
- Determines student need for, and facilitates the loan of adaptive or technological equipment.
- Assists with the development, writing, implementation and maintenance of policies related to academic accommodation and Accessibility Services.
- Provides new and prospective students with information regarding policies, procedures of Accessibility Services.
- Provides referrals to on and off campus supports where appropriate, Student Success, Wellness Services, Writing Lab, Learning Centre resources etc.
- When needed, respond to immediate mental health concerns to de-escalate and provide appropriate referrals.
- Researches , prepares and submits student applications for disability - required



services or equipment through the Bursary for Students with Disabilities (BSWD) program.

- Reviews student documentation to determine preliminary eligibility for equipment/services through the BSWD program and interviews students to determine their needs.
- Makes recommendations for equipment/services to support student's disability-related needs while at post-secondary.
- Sources required equipment and technology and assists students with making approved purchases.
- Promotes goals of the accessibility services office through representation on various committees, workshops, attendance at conferences, promotional events and other activities.
- Works closely with Recruitment, Student Life and Faculty divisions on promoting Accessibility Services and the Learning Centre

B. Learning Centre Coordination (35%)

- Coordinate the administration of tests and exams for students with accommodations, ensuring appropriate test/exam invigilation and proctoring practices are maintained; ensures integrity of the testing process and security of testing materials; identify and resolve student / faculty issues.
- Determine and plan the testing-related academic accommodations for students with disabilities, consulting with faculty when necessary.
- Work closely with the Learning Strategist/Assistive Technologist in developing and implementing programs and services that support students Support the application of hardware and software in the use of assistive technology. Refer students to LS/AT positions who would be eligible to receive Enhanced Services as per assessment results.
- Liaise with and coordinate supports for students with accommodations with Algoma University contractors ie. Campus Doctor, Campus Counselling/Wellness Services.
- Organize events, workshops, and awareness initiatives that enhance support for disability inclusion, Accessibility Services, and the Learning Centre.

C. Outreach (5%)

- Coordinate with Students, Faculty and Community (Outreach).
- Act as a resource to faculty, staff, Algoma University and high schools
- Present to secondary schools, parents, teachers and school officials as required (irregular)
- Provide training and resources to faculty and staff regarding disability awareness and inclusive practices



- Other duties, as assigned.

WORKING CONDITIONS:

Physical Effort	<i>Minimal:</i> Some lifting/physical effort is required for transportation of materials and setup/take down of events.
Physical Environment	<i>Minimal:</i> Minimal exposure to unpleasant/disagreeable conditions.
Sensory Attention	<i>Considerable:</i> Moderate need for detailed/precise work to be completed while accommodating regular interruptions.
Mental Stress	<i>Considerable</i>

MINIMUM QUALIFICATIONS

- Undergraduate degree (Masters preferred) in Accessibility Studies, Special Education, Psychology, Social Work, Counseling or a related field, and minimum-of three (3) years work experience in academic accommodation planning for accessibility needs in a post secondary education setting or an equivalent combination of education and experience is required.
- Experience providing case management support to students, requiring the coordination of multiple services
- Minimum of two (2) years experience dealing with persons in crisis, conflict, or emotional distress.
- Ability to plan, lead, deliver, and evaluate workshops and programming to provide accessibility education.
- Experience working with students with diverse disabilities including but not limited to: physical, mental, neurodevelopmental, sensory, and learning and applied knowledge of providing academic accommodations based on recommendation in psychoeducational, medical and other assessments is required.
- Strong working knowledge of laws pertinent to accessibility services, including the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Right Code (OHRC) is required
- Knowledge of PHIPA and FIPPA is required
- One certification in Mental Health response training (Non violent crisis intervention training, ASIST, MHFA, SafeTalk, or equivalent) required



- Coaching, training, and advocacy skills
- Knowledge of functional impairments and ability to assess those in an academic context.
- Must have an understanding of disability and social equity issues in a post-secondary environment
- Able to lead new programming development and evaluation in student well-being services
- Excellent oral and written skills, with attention to detail and excellent organizational skills
- Ability to exercise good judgment, maintain confidentiality, and assist students in an empathetic, dignified manner
- Able to work independently;
- An understanding of assistive technology is an asset.
- Excellent use of technology for collaboration; strong computer skills, including microsoft applications; G-suite preferred
- Demonstrated ability to assess student needs (social, emotional, academic)
- Commitment to supporting Algoma University's Special Mission and the Seven Grandfather Teachings
- Understanding of the importance of abiding by Confidentiality terms
- Excellent written, presentation and communication skills
- Familiarity with G-Suite and student records systems
- Excellent interpersonal and relation skills
- Excellent organizational and prioritization skills
- Commitment to work both as a team member and independently
- Commitment to meet deadlines and manage time efficiently
- Ability to multitask in a dynamic fast paced environment with multiple interruptions
- Willingness to travel as required to all campuses as needed
- Vulnerable Police sector check is required

Salary Scale: \$69,258 to \$86,572 annually

**To apply for this position please submit a resume and cover letter [HERE](#) no later than
4:00 p.m. on January 27, 2025.**

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages



applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.