



Manager, Human Resources Health and Wellness

JOB DESCRIPTION

Summary:

Reporting to the Director of Labour Relations, the **Manager, Human Resources - Health & Wellness** works collaboratively with employees, the management team, principals, unions, health care professionals, insurance providers and others to evaluate medical information and implement recovery and return-to-work and stay-at-work plans.

This key incumbent obtains and manages confidential employee information; develops and implements return to work plans; coordinates appropriate medical and disability accommodations; liaises with health care providers and stakeholders as required and assists employees and their supervisors with attendance management programs.

Responsibilities:

- Manage a varied and complex caseload; demonstrating care and compassion while building successful relationships and developing effective and timely recovery, return to work and accommodations;
- Provide support for employees in their recovery and return to work efforts through thoughtful and sound communication;
- Communicate with care providers in the development of goals and objectives compatible to the employee's abilities, monitoring the progress of the employee, communicating and collaborating with managers and union representatives;
- Provide education, advice and guidance on best practices to the management team, principals, employee groups and unions on case management and attendance management processes and legalities;
- Promote Employee Family and Assistance Program and support employee wellness opportunities/programs;
- Develop reliable processes and documentation that accurately communicates and tracks case management that upholds the confidential and privacy requirements;
- Arrange and coordinate suitable medical assessments, treatment programs and other activities to effectively manage disability cases;
- Manage LTD programs for excluded staff and liaise with third party insurers for all other employee groups;
- Oversee and promote the EFAP program and mental health supports and initiatives;
- Accurately articulate detailed and complex information orally and in writing;
- Prepare and review statistical and other reports for appropriate action as required;
- Liaise with Union officials and key stakeholders;

February 17, 2021

Qualifications, Experience, Education:

- Diploma in Disability Management, Health Care or a related discipline, Professional designation in NIDMAR or comparable health-related designation is preferred;
- Minimum of five years of experience, preferably in a unionized environment;
- Strong knowledge of best practices and applicable legislation in the areas of disability management, accommodation, undue hardship, attendance management, workers' compensation and wellness;
- Proven ability to make independent and sound decisions by assessing medical and supporting information that supports employees health and wellness;
- Exceptional interpersonal and effective relationship building skills; team player, proven ability to work collaboratively with internal and external stakeholders;
- Strong organization and prioritization skills coupled with excellent business, technical and writing abilities.