



Human Resources Health and Wellness Manager Job Description

POSITION TITLE: HR Health and Wellness Manager	LOCATION: School Board Office
POSITION CLASSIFICATION: Exempt	SUPERVISOR: Director of Human Resources

BACKGROUND

Located 45 minutes from Victoria and Nanaimo on Vancouver Island, the Cowichan Valley School District extends north to Saltair, south to Spectacle Lake on the Malahat, and west to the Lake Cowichan region. The district serves a student population of approximately 8,700 students in 22 school sites and has an annual budget of approximately \$111 million. Further information regarding the School District can be obtained at www.sd79.bc.ca.

PURPOSE OF POSITION

Reporting to the Director of Human Resources, the HR Health & Wellness Manager works collaboratively with employees, the management team, principals, unions, health care professionals, insurance providers, and others to assess required medical documentation and implement recovery and return-to-work.

NATURE OF WORK AND POSITION LINKS

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

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

- Implement an attendance management program and effectively support employee attendance across the District, including active case management, return to work/medical accommodation coordination; coordination of services to facilitate recovery and monitoring of program Key Performance Indices. Foster positive relationships and communicate clearly with various parties, even in situations with adversity.
- Develop, implement and promote comprehensive wellness programs across the District and create awareness through Employee and Family Assistance Program (EFAP), email, newsletters, brochures/posters, or promotional events.
- Manage LTD programs and liaise with third party insurers for all employee groups.
- Liaise with employee groups to determine wellness needs and present findings to senior management.
- Facilitate formal attendance support meetings and develop attendance action plans with employees and their supervisor(s). Participate in attendance meetings, as required.
- Effectively manage sensitive personal information to ensure confidentiality, including ensuring appropriate policies/procedures are in place and kept up to date for the handling of this information.
- Act as a resource for Senior Management, Principals, Vice-Principals, Supervisors, and other District staff on matters of health, wellness, and attendance management.
- Attend/consult with the District's Joint Health & Safety Committee and other related committees to collect and aggregate data/information to identify health trends or issues in the workplace and take steps to remedy any risks.
- Perform other job-related duties as required.

QUALIFICATIONS, EXPERIENCE, EDUCATION:

- Diploma in Disability Management, Health Care, or a related discipline. Equivalent combinations of education and experience will be considered.
- 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.
- Proficiency in office procedures, business writing, and computer software (Microsoft Office 365)

How to apply: Please apply via email to Jen Christenson, Staffing Officer, by 12:00pm Friday, May 13th, 2022 at jchristenson@sd79.bc.ca

Applications should include a cover letter, a detailed personal résumé with three supervisory references, a brief statement of philosophy and any other relevant supporting documentation.

To view the posting, please visit Make a Future via <https://bit.ly/3FnNj5>

Cowichan Valley School District Strategic Plan:

<https://sd79.bc.ca/wp-content/uploads/Operation-Plan-Strategic-Plan-202024-.pdf>

We appreciate all applicants, however, only those selected for interviews will be contacted.