

STAFFING BULLETIN

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Bulletin #132

Date: July 16, 2019

Safety and Wellness Advisor (Temporary)

Applications are invited for the position of **Safety and Wellness Advisor** for School District No. 73 (Kamloops-Thompson). This is a temporary position, effective immediately until January 31, 2020 (or return of incumbent).

Located in British Columbia's Southern Interior and operating in a region of about 103,000 people, School District No 73 is a diverse and inclusive organization providing public education programs in the City of Kamloops and the municipalities of Chase, Barriere, Logan Lake and Clearwater as well as many smaller communities west to Savona, south to Westwold and north to Blue River. The District's student population is approximately 15,100 including 427 continuing education and adult learners and over 1,200 students in French Immersion. The district employs more than 1,800 full and part-time educators and support staff working collaboratively with external education partners.

Nature and Scope:

The Safety and Wellness Advisor is responsible for the first level of support to the Safety and Wellness team – Human Resources. This position provides effective case management and administrative support by assisting with return to work coordination and claims management for occupational and non occupational injuries/illness.

This position requires an energetic, self-motivated individual, able to take initiative and provide leadership on all aspects of health, safety and wellness. You will be highly organized and able to manage multiple ongoing tasks, set priorities and organize your work load to meet deadlines. Your passion for workplace safety and wellness will be key in successfully promoting a positive safety culture.

Duties and Responsibilities:

- Identification of claims for early intervention services including occupation and non occupational injury/illness, including collection, monitoring of medical certificates and all other documentation as needed.
- Identification of complex cases for escalation/referral to Manager of Health and Safety or Disability and Attendance Manager.
- Data entry, documentation and storage of all personal medical information, incident reports, risk assessments, and investigations as per SD73 policy.
- Acts as a contact for internal and external inquires to the Safety and Wellness team for information and or assistance. Refers to appropriate Manager of Health and Safety or Disability and Attendance Manager as necessary.
- Upholds a high level of privacy and confidentiality in accordance with District Policy and Legislation.
- Communicates with insurers, claims offices to verify claim details and status including proposed treatment and rehabilitation and works with team members to identified options for modified return to work.
- Complies, analyses and maintains statistical data; produces and distributes summaries and reports as required.
- Performs other duties as required and directed by the Manager of Health and Safety or Disability and Attendance Manager.

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Required Abilities, Knowledge and Skills:

- Knowledge of current trends in occupational health and safety and related best practices.
- Demonstrated proficiency in managing occupational health or insurance disability claims.
- Ability to compile, analyze and maintain statistical data.
- Ability to respect the confidential nature of the services provided and information gathered.
- Ability to develop and maintain effective working relationship with internal and external stakeholders.
- Excellent computer skills, including but not limited to Microsoft Office (Word, Excel, PowerPoint);
- A valid class 5 BC Driver's License;

The following qualifications are considered an asset:

- Degree/Diploma in Occupational Health and Safety or Human Resources or equivalent;
- Minimum of two (2) year's experience in the field of Safety, HR or Claims Management;
- Demonstrated experience working in a large public sector unionized environment preferred;

DEADLINE: Wednesday, July 31, 2019 @ 12:00 p.m.

Please submit your resume, cover letter, certifications and the names of at least three references through makeafuture.ca/kamloops-thompson.