

## Employee Support and Wellness Officer

**PASS Grade 5 \$78,601 to \$88,466**

Reporting to the Manager of Employee Support and Wellness (ESW), the successful candidate will work within a team with another Employee Support and Wellness Officer to assist with day-to-day oversight of the Employee Support and Wellness Strategic Plan. The HWDSB Employee Support and Wellness Strategic Plan includes:

- ✓ Wellness program and promotion
- ✓ Early intervention
- ✓ Attendance management
- ✓ Short term disability (self-insured adjudication program) and facilitate to long term disability program, where needed
- ✓ Long term disability return to work facilitation with third party insurers
- ✓ Workplace Safety and Insurance Board claims management

The successful incumbent will take a lead role with implementing a staff wellness initiative that includes evidence based, leading edge programs and policies and establishing indicators of success.

### **Duties include but are not limited to:**

- Experience with providing wellness expertise to the organization through strategic planning, analysis, development, management and evaluation of Corporate Wellness Programs that support healthy lifestyle practices for all employees
- Develops and promotes corporate-wide employee Workplace Wellness strategies consistent with the principles of Excellence Canada's Healthy Workplace Standard and the National Standard for Psychological Health and Safety
- Develops, implements and evaluates Wellness programs that support healthy lifestyle practices by identifying needs, priorities and goals for the health education of employees
- Leading and advising a Corporate Wellness Committee and working collaboratively in developing and/or working with internal and external partners to develop and coordinate implementation of Wellness programs
- Plans, coordinates and delivers Wellness events of various sizes and complexity
- Experience and knowledge of comprehensive disability management programs; attendance management, early intervention, early and safe return to work program, self insured sick leave plan administration (short term and long-term medical absence), and management of occupational claims through the Workplace Safety and Insurance Board
- Recommends strategies and initiatives to management based on regulatory requirements, industry standards and organizational needs

- Support the Manager with leadership development opportunities for Management stakeholder – training, case consultation; compile program metrics/evaluation reports
- Other duties as assigned

#### Qualifications:

- Post-secondary diploma/degree related to (Human Resources, Legal Studies, Psychology, Sociology, Business, Public Policy, Disability Management Certificate/Diploma, Healthcare; Kinesiology, Occupational Therapist, Rehabilitation, Wellness) **or** equivalent related education progressive years' experience in disability management programs
- Professional designation such as but not limited to; Disability Management Professional (CDMP), a Return to Work Coordinator (CRTWC) or Certified Human Resources Professional (CHRP/L), Human Resources Certificate, Disability Management Certificate/Diploma, Paralegal, C.O.H.N., would be considered an asset
- Minimum 3-5 years of proven experience in promoting and leading wellness programs, within a unionized environment preferred
- Experience in conducting research, including the analysis of statistical data and trends
- Experience in development of policies, including research, writing, interpreting and evaluating policies
- Solid understanding of and experience in implementing The National Standard for Psychological Health and Safety and Excellence Canada's Healthy Workplace Standard
- Demonstrated knowledge of workplace wellness, health promotion strategies and adult education theories
- Knowledge and demonstrated ability in corporate core competencies including customer focus, communication, collaboration and personal ownership
- Thorough understanding of the Human Rights Code, Accessibility for Ontarians with Disabilities Act (AODA), Occupational Health and Safety Act, Workplace Safety Insurance Act, Employment Standards Act, as well as other related legislation
- Proficiency with Microsoft applications Word and Excel; experience with Parklane Software is an asset
- Strong written and verbal communication skills to enable effective interaction with staff, employees, management, and unions with respect to sensitive and confidential issues
- Familiarity with relevant Board policies, collective agreements and medical terminology an asset
- Demonstrated commitment to working in a diverse school community and/or work environment

**Deadline for submission is 4:00 p.m. on Friday May 14, 2021**

**Please apply by accessing this link**

[https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB\\_POSTING\\_ID=f43a728f-20e1-4b3b-8c7f-4a262ee43957](https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=f43a728f-20e1-4b3b-8c7f-4a262ee43957)

## **Employment Equity Statement**

Hamilton-Wentworth District School Board (HWDSB) is committed to building inclusive learning and working environments where students see themselves reflected in the curriculum, staff population, physical surroundings and the broader community.

HWDSB's mission is to empower students to learn and grow to their full potential in a diverse world. Guided by this mission, HWDSB strives to build a workforce that embodies the values of human rights, equity, diversity and inclusion, while reflecting and welcoming the diverse and distinct identities, experiences and needs of our students and our communities.

HWDSB seeks qualified candidates who share our commitment to equity and inclusion, and who will contribute to the vision of creating inclusive and equitable outcomes. HWDSB especially invites and welcomes applications from:

- Indigenous Peoples (e.g. First Nations, Métis and Inuit peoples);
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin; (e.g. Black and racialized communities, immigrant communities, etc.)
- Persons with visible and/or invisible (physical and/or mental) disabilities;
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions. (i.e. Two-spirit and LGBTQIA+)

As part of HWDSB's commitment to employment equity and removing barriers to groups that have faced and continue to face barriers in employment, we invite all applicants to complete a voluntary question(s) that collects identity-based information. The voluntary question(s) is on the Apply to Education application page for this position.

HWDSB is committed to providing accommodation throughout the recruitment and selection process, based on any human rights protected grounds. If you require accommodation, please notify us in advance and we will work with you to meet your needs.

## **Land Acknowledgement**

HWDSB is located on ancestral Anishinaabe and Haudenosaunee Confederacy land as determined by the Dish with One Spoon treaty. The Dish with One Spoon wampum belt represents the treaty relationship between the Haudenosaunee Confederacy and Anishinaabe with respect to sharing the land and resources thereon. The intent of this agreement is for all nations sharing this territory to do so responsibly, respectfully and sustainably in perpetuity. We respect the longstanding relationships with the local Indigenous communities, the Mississaugas of the Credit First Nation and the Six Nations of the Grand River.

## **Applicant Self-Identification Form**

The information collected on this form is used to monitor HWDSB's progress toward our equity goals including our commitment to diversity in HWDSB recruitment and hiring practices. We are committed to the security and confidentiality of information under our control, and to the protection of privacy with respect to personal and confidential information that is collected, used, disclosed and retained in the system ([Policy 1.6 - Privacy](#)). Information on this form is collected pursuant to [Ontario's Education Equity Action Plan](#) (Ministry of Education) and in accordance with the Municipal Freedom of Information and Protection of Privacy Act ([MFIPPA](#)). Access to this form is restricted to specific individuals in Human Resources. The Research and Analytics Department will use aggregate data from all the forms (not individual data) for internal reporting. Their access and use of the data is governed by MFIPPA and [ethical research practices](#). Applicant Self-Identification Forms will be maintained in the Human Resources job competition file and securely destroyed 6 years after the job posting in accordance with general records retention principles. If you prefer not to answer any of the questions, you can select "prefer not to answer". This in no way affects your application or the applicant selection process. If you have questions or concerns about this form please contact [humanresources@hwdsb.on.ca](mailto:humanresources@hwdsb.on.ca).