

## JOB OPPORTUNITY NOTICE

### **Manager, Employee Support and Wellness** **PASS Grade 7 \$101,262 to \$113,972**

Reporting to the Senior Manager of Human Resources, the incumbent will lead the design and implementation of employee support and wellness programs in collaboration with system leaders and school administrators. This position will be accountable and responsible for the ongoing development and implementation of employee support and wellness programs and initiatives.

#### **Responsibilities:**

This position will supervise and lead a team responsible for supporting employees in managing occupational and non-occupational disabilities as well as attendance support while ensuring a high level of service to employees and supervisors.

You have a proven track record of implementing best practices in organizations that have resulted in strong early intervention strategies and strong case management.

You have demonstrated experience in problem-solving and conflict resolution which you will utilize in all your interactions with employees, administrators, union representatives, healthcare professionals and insurance carriers. The ideal candidate will have advanced skills in staff relations with experience in accommodation with an early intervention approach, wellness, attendance and employee assistance program management, as well as both occupational and non-occupational claims management.

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

- Manage the entire Employee Support and Wellness program which includes adjudication of employee absence cases, development and communication of safe and early return to work and disability management practices, policies, and available supports for stakeholders
- Develop, implement and manage the Board's wellness programs including staff mental health initiatives
- Manage, review and assess data to identify and respond to employee support and wellness challenges across a diverse range of stakeholder groups

- Collaborate with system leaders to design, implement, and maintain a comprehensive employee support and wellness strategy
- Collaborate with and influence stakeholders to promote employee support and wellness programs with an emphasis on equity and inclusion
- Expand early intervention resources to support employee support and wellness throughout the Board
- Lead employee support and wellness training programs for staff and stakeholder groups
- Provide direction and training to all stakeholders responsible for supporting employees with occupational and non-occupational absence and disabilities

## **Qualifications and Experience:**

### **Academic Requirements**

- Post-secondary education in a related field including Disability Management, Human Resources or Labour Relations
- Certified Disability Management Professional (CDMP) designation from the National Institute of Disability Management and Research; or working towards designation
- Certified Psychological Health and Safety Advisor or Certified Mental Health First Aid Canada Instructor from the Canadian Mental Health Association

### **Work Experience**

- Demonstrated knowledge of the following legislation: Workplace Safety and Insurance Act and Regulations, Occupational Health and Safety Act, Ontario Human Rights Code, the Employment Standards Act, and Freedom of Information legislation
- A minimum of seven years' experience consisting of:
  - Professional experience in a related field
  - Supervisory experience in a multi-union environment
  - A minimum of five years' experience leading a disability management or employee support team
- Advanced skills and experience in accommodation with an early intervention approach, attendance and employee assistance program management, as well as both occupational and non-occupational claims management
- Demonstrated experience in problem-solving and conflict resolution utilized with employees, system leaders, school administrators, union representatives, healthcare professionals and insurance carriers
- Superior time management and organizational skills and the ability to manage competing priorities
- Strong data analysis skills, sound judgment and sensitivity, broad understanding and an inclusive approach to building consensus, solving problems and relationship building
- Demonstrated interviewing, counseling, and interpersonal skills, as well as a high degree of discretion when dealing with confidential information
- Strong disability case management skills:
  - Assess employee's fitness to work and the assignment of appropriate work restrictions

- Coordinate and liaise with all relevant stakeholders to ensure safe and early return to work, transitional work and permanent accommodation utilizing the principles of effective disability management
- Provide ongoing development of best practices and create and review policies and procedures as required

**Deadline for submission is 4:00 p.m. on August 10, 2018.**

**Interviews will be scheduled on August 20, 2018.**

Please apply to:       Melanie Kivell, Human Resources Officer  
Hamilton-Wentworth District School Board  
20 Education Court, P.O. Box 2558  
Hamilton, Ontario L8N 3L1  
email: [mycareerPASS@hwdsb.on.ca](mailto:mycareerPASS@hwdsb.on.ca)

Applicants are thanked in advance for their interest; however, only those who have been short-listed for an interview will be contacted. Accommodation for applicants is available in the recruitment process.