



Job Description: SD76 009

Job title:	Health, Wellness and Attendance Advisor	Reference: SD76 009
Reporting to:	Director Human Resources	Date created: February 2017 Revised: June 2018
Work calendar:	12 month	

In the day to day fulfilment of this role we expect you to work to our organizational values:

The universal core competencies in line with the values for SD76 [are](#)

- Excellence
- Respect
- Caring and compassion
- Learning
- Integrity
- Innovation

1. Position purpose – an overview of what you’re here to do:

Your primary purpose is to provide wellness disability management programs and advice to leadership and staff. The incumbent will provide services through the establishment and maintenance of positive wellness and disability management practices. The incumbent develops, delivers and leads the implementation and administration of disability management programs and wellness policy development with the aim of reducing absenteeism and promoting physical and mental wellness. This role will also require system and database design to ensure that data is supporting program development.

2. Responsibilities – a summary of what we expect you to achieve:

People and culture

- Actively participate in ongoing performance and development planning and coaching of others
- Demonstrate SD76 values

Delivery and results

- Develop policies and procedures in relation to Attendance Management and Drug and Alcohol Use
- Advise, coach and influence Administration and employees in partnership with regional HR team members regarding all issues related to disability management functions, the drivers of attendance issues, identify patterns, proactive absence management strategies, fitness to work and active return to work programs
- Accurately perform evaluations and conduct surveys to measure wellness objectives impact and make recommendations to improve specific areas of processes/procedures/protocols as well as

contractual agreements (e.g. gyms, chiropractor and physiotherapy offices, etc.), when appropriate

- Audit attendance records, manage the absence data and bring to attention staff who are exceeding the absence parameters offering support guidance and HR processes where necessary, with monthly reporting to HR
- Pro-actively develop and execute comprehensive and realistic cost effective measures to manage and reduce absenteeism costs
- Manage the disability file by continuously evaluating all additional medical information and options to provide support to staff
- Develop responsive and proactive wellness initiatives, based on the ASEBP Health Check report and analysis of metrics (e.g. attendance data, EAP usage, etc.) that provide insight to the health and wellness of the employee population and promote the use of available programs
- Assist OHS Officer in WCB claim management, modified work plans and return to work initiatives
- Work with outside stakeholders such as AHS, Homewood Health, ASEBP etc. and mental health organizations to organize, deliver or schedule external training on wellbeing topics
- Work closely with the Unions for coordinated commitment to wellness and address all related Union concerns
- Accept the professional and ethical responsibility to protect privacy, use confidential information appropriately, and maintain the confidentiality and security of all information related to staff
- Identify enhancements to streamline procedures and clarification of leave-related communications
- Make appropriate and timely communication with staff (e.g. emails, letters, phone calls, etc.) to assist in their attendance, wellness, return to work and modified work
- Chair the Wellness Committee providing regular communication to Superintendent and across the District in relation to the Committee work

Optimise processes and practices

- Take a continual improvement and leading edge approach using novel and innovative ways to help wellness
- Maintain up to date knowledge of best practice

Policies and procedures

- Follow School District policies and practices including HR and health and safety policies
- Meet your employee obligations under the health and safety legislation

Other tasks

- Complete other HR tasks, assignment and projects as requested on an ad hoc basis that are within your capabilities

3. Competencies- the education, experience, skills and abilities expected to have:

Position requirements

- Baccalaureate degree in Human Resources, Occupational Therapy, Health Services or related field, or equivalent education and experience.

- Strong knowledge and awareness of employment and disability legislation including the Duty to Accommodate, Employment Equity Act, Workers' Compensation Act, Human Rights Legislation in disability management planning and Employment Standards
- Passion for improving health and wellness for staff to ensure they can meet the needs of the District, supporting and managing return to work programs in a fair balanced and consistent manner.
- Excellent computer system experience required to complete tasks include email, word, excel, PowerPoint and data base management

Position assets

- A related professional designation such as Certified Disability Management Professional, Vocational Rehabilitation or Canadian Human Resources Professional
- At least 2 years' experience in progressively responsible consulting roles in Human Resources or Disability Management
- Experience working with unions and labour/employee relations issues
- Experience in Disability Management
- Experience in healthcare setting

Technical competencies

- Strong leadership skills including: strategic thinking ability, relationship building through respect an mutual trust, and the ability to engage others to address behavioral impacts
- Represents the School District in a professional and ethical manner to maintain effective relationships with internal and external key stakeholders
- Can communicate facts, policies and procedures, verbally and written, in a diplomatic and confidential manner
- Ability to work in a fast paced, dynamic environment with constantly changing priorities.
- Must be detail-oriented, have exceptional time management skills and ensure work product is of the highest quality
- Displays accountability for actions and learns from mistakes
- Consistently keeps knowledge up-to-date and participates in opportunities to learn to continuously improve quality
- Demonstrates active listening, information sharing, and encourages two-way communication

4. Performance and development planning

Your performance will be measure each year against the expectations in this document, this includes an assessment of how you have performed against “the what” (the accountability expectations) and “the how” (the competency expectations) of this job. Each year you and your supervisor will identify the specific objectives, targets and measure which will focus on your continued development and the improvement of your performance

Key performance indicators

- Develop strategic plan for the next three years
- Development and rollout of policy and administrative procedures
- Training of supervisors and Principals to enable them to support their staff

- Communication at appropriate intervals with District staff to celebrate success or share information relating to Wellness Committee and initiatives
- Build relationships with health care providers such as AHS, ASEBP, etc.
- Build Metrics for easy and frequent data reporting and analysis

5. Position parameters:

HR Delegations - none

Financial Delegations - budget up to \$5000

Number of direct reports - none

Physical demands

The physical demands assessment for the role is as follows and any successful applicant will be assessed against their ability to meet the physical demands for the role:

Sitting for extended periods of time, visibility to read all documents, climbing, reaching, lifting, etc.

Working conditions

General office setting as well as occasional travel (10%) to other locations for the purpose of training and presentations.

Equipment used to perform essential functions

Including but not limited to computer, fax, photocopier, phone, vehicle, etc.

Acknowledgement and Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: _____

Signature: _____

Date: _____

Witness: _____