

Medicine Hat School District No. 76

Health, Wellness and Attendance Advisor

Effective Date: September 1, 2018

A full-time job opportunity exists for the role of the Health, Wellness and Attendance Advisor for Medicine Hat School District No. 76. The position's purpose is aimed towards promoting physical and mental wellness for District staff with the goal of reducing absenteeism. The successful applicant will develop, deliver and lead the implementation and administration of wellness policy development and disability management programs to positively impact staff health and attendance.

Qualifications:

- Bachelor's degree in Human Resources, Occupational Therapy, Health Services or related field, or equivalent education and experience, a certificate in Disability Management is considered an asset
- At least 2 years' experience in progressively responsible consulting roles in Human Resources
- 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
- Current Criminal Record Check

This position works a year round schedule. For additional information regarding the position, please view the job description available on our website. If you have any questions regarding this position, contact Michelle Amos, Director of Human Resources. Applications including a resume and cover letter must be received by **Human Resources via email, hr@sd76.ab.ca**, by noon on July 25, 2018.



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Thank you for your interest in Medicine Hat School District No. 76
Only shortlisted candidates will be contacted for an interview.