

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting Regular Full-Time opportunity as an **Occupational Health and Wellness Specialist (Competition #151.19)** exists in the Occupational Health, Safety, Wellness and IP&C Department reporting to the Manager.

Summary of Duties, but not limited to:

- Provide active occupational and non-occupational case management services
- Ensure all eligibility requirements are met for sick leave benefits
- Actively update managers, regarding the status of the case e.g. sufficient medical documentation received
- Write to physicians to ask clarifying questions (with consent), when required
- Follow-up on status of LTD Benefits with Insurer
- Facilitate safe and timely Return to Work
- Offer standard restrictions where applicable
- Offer modified duties
- Work co-operatively with employees/managers and unions to develop return to work plans and arrange meetings
- Coordinate Health and Wellness initiatives
- Conduct pre-health assessments in partnership with the Assistant, OHSW
- Complete WSIB Form 7 within 72 hours for Health Care and Lost Time claims due to a workplace injury
- Provide a written offer of modified work
- Update tracker for absence/modified status
- Track nature of illness for benchmarking statistics (e.g. all absences over 3 days)
- Track exemptible incidents from the Attendance Support program
- Communicate with the Workers Safety Insurance Board
- Attend to walk-ins clients (employees, physicians, clinicians, volunteers)
- Conduct meetings with Occupational Health (OH) Physician/Employee

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- Undergraduate Degree required; in health discipline preferred
- Member of regulated health profession preferred
- Occupational Health and Safety certification strongly preferred
- Certified Disability Management Professional certification preferred
- 3-5 years' experience with disability management
- Excellent knowledge of specialized health procedures as they apply to assessment of and primary care for injuries and illness, preferred
- Proven skills in the provision of counselling services to employees

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- Comprehensive knowledge of Worker's Safety and Insurance Act and Human Rights legislation
- Comprehensive knowledge of infection control practices and health surveillance and overall occupational health services
- Ability to communicate with various levels of management, staff and union representatives
- Ability to liaise with external agencies, partners and other organizations
- Ability to develop and analyze relevant occupational health and safety statistical data.
- The incumbent is required to handle sensitive issues and to protect confidential medical information.
- Excellent computer skills with working knowledge of various software, including Parklane and Microsoft Office.
- Excellent Interpersonal and Communication skills
- Knowledge of Workplace Safety and Insurance Act, the Duty to Accommodate, Human Right Rights Code, Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities (AODA)
- Good work and attendance record required
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all
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POSTING DATE: June 7, 2019

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.