

External Job Posting:

Health and Wellness Specialist

AGENCY OVERVIEW:

Carizon Family and Community Services specializes in children's mental health, youth engagement and development, family violence services, individual and family counselling, parental support and education, credit counselling, workplace resilience, settlement support and community wellness.

POSITION OVERVIEW:

The Health and Wellness Specialist reports to the Director of Talent Management and Engagement. The incumbent is responsible for initiatives that support the wellness of Carizon employees. The incumbent provides advice and support for a variety of wellness initiatives including ergonomics, return-to-work, disability management, and emergency response. In addition, this position will provide support to risk management, other human resources administration and special projects as assigned.

This is a part-time (14 hours per week) contract position until August 31, 2018.

RESPONSIBILITIES:

- Work with the Management and Human Resources teams to identify wellness initiatives
- Engage management and employees in health, safety and wellness programming
- Partner with leadership and staff to implement and lead departmental programs that support and forward the mission, vision and strategic objectives of Carizon, ensuring agency compliance with all relevant legislation, regulations and parameters of the collective agreement
- Act as a mentor to an HR Co-op Student for the organizational wellness program
- Research, plan, organize and conduct training programs/seminars for Carizon's management and employees
- Monitor various programs including vacation, sick leave, leave of absence, and EAP and make recommendations on program and policy changes
- Develop and conduct occupational safety training for various workgroups, including evaluation and modification of programs to meet local, provincial, and federal OHSA requirements.
- Coordinate inspections, investigations, and occupational safety activities with departments.
- Direct and review the analysis of accident and injury data, identifying the needs for new or modified occupational safety programs.
- Advise on improvements in tracking and reporting procedures.
- Provide direction and/or guidance to less experienced occupational safety personnel.
- Provide training to managers and others on occupational safety issues.
- Be a resource to Carizon's Health and Safety Committee members
- Identify organizational wellness and development opportunities for managers and employees; research and develop programs; facilitate training when required.
- Co-ordinate and administers the Stay-at-Work/Return-to-Work, Including coaching and monitoring employees on the programs. Identifies opportunities for continuous involvement and assists employees with return to work
- Support for WSIB claims and case management and appeals. Monitor progress and treatment of employees on sick benefits and assist in workplace rehabilitation when appropriate
- Support, counsels and is a resource person to management and employees in matters pertaining to Occupational Health and Safety and Workers Compensation
- Implement and monitor on-call and emergency response programs
- Support the Human Resources department in related projects as required
- To always perform work safely and in compliance with the Occupational Health and Safety Act (OHSA)

REQUIRED CREDENTIALS:

- A post-secondary degree (preferably in a health-related field)
- Certification and experience in ergonomic assessments
- Sound knowledge of relevant legislation including WSIB, occupational Health and Safety Act, PHIPA and the Ontario Human Rights Code
- Excellent people skills; ability to approach situations with sensitivity and compassion
- Excellent problem solving and critical thinking abilities
- Strong communication skills, both oral and written and excellent organizational skills
- Minimum of five (5) years of progressive professional experience
- Minimum of five (5) years of experience in the children’s service delivery field
- Must be a service and team-oriented individual with an attention to detail
- Experience in a unionized environment is considered an asset
- Proven ability to engage staff in a variety of initiatives
- Experience in the Not-for-Profit sector
- Proven ability to manage WSIB claims and engage workers in the return-to-work process
- Experience sharing knowledge through teaching, coaching and training
- Experience working with databases and analyzing data to determine outcome measurements
- Certified PMAB or NVCi trainer

HOW TO APPLY:

Interested applicants are invited to submit their resume (in confidence), before 4:00 p.m. on the last day of this posting to: Human Resources via email: hr@carizon.ca, quoting the competition number in the cover letter and email subject line. *We request that candidates please send their cover letter and resume together as one combined document (Word.doc, PDF etc.).*

**Carizon is an equal opportunity employer and supports workforce diversity. At Carizon, we believe that diversity enriches our performance, clients, services offered, the communities where we live and work, and the lives of our employees. Should you require accommodation during the recruitment process, please contact Human Resources (hr@carizon.ca). While we thank all applicants for their interest, only those candidates selected for an interview will be contacted.*

<u>SALARY:</u> As per salary range	<u>STATUS:</u> Contract, part-time	<u>COMPETITION NUMBER:</u> 16-18 (NUC-16)
<u>LOCATION:</u> Kitchener/Waterloo	<u>HOURS OF WORK:</u> 14 hours/week	<u>POSTING PERIOD:</u> April 24-May 1, 2018
<u>EMPLOYEE GROUP:</u> Non- Union	<u>SCHEDULE:</u> TBD	<u>START DATE:</u> TBD