



CALGARY LABORATORY SERVICES JOB OPPORTUNITY

Competition No.	15-305	Position:	Supervisor, OH&W
Status:	1.0 FTE	Duration:	Permanent
Bargaining Unit:	Exempt	Location:	Diagnostic & Scientific Centre
Date Posted:	September 18, 2015	Department:	Human Resources / OH&W
Closing Date:	Until Filled	Schedule*:	Monday – Friday

*Days, hours, location, and shifts are subject to change due to operational needs

Position Summary

Under the general supervision of the Manager, Total Rewards, the position is responsible for providing occupational health and wellness services to employees of CLS and leading a progressive health and disability management program and team with a focus on wellness, prevention, and return to work processes for both occupational and non-occupational disability claims.

Key Accountabilities

- Provides leadership and supervision to all staff in Occupational Health & Wellness department including completing annual performance appraisals.
- Manages a comprehensive and integrated disability claim program based on the principles of early intervention.
 - Provides support for the employee and evaluates progress on an ongoing basis.
 - Provides integrated case management of all Workers' Compensation and Long Term Disability claims in conjunction with external agencies, healthcare providers, CLS management and Human Resources staff.
 - Assesses the employee's ability to conduct regular job duties or modifications in conjunction with external healthcare providers after injury or illness.
 - Designs and implements individual return to work planning in collaboration with managers and employees, and expedites the employee's safe return to work.
 - Develops primary, secondary, and tertiary prevention and health promotion strategies.
 - Provides expert advice and consultation services to Operations and Human Resources on complex disability cases and attendance management, including fitness to work.
- Designs and delivers education and training initiatives and works with return to work stakeholders to review and develop relevant policies and procedures.
- Chairs CLS Wellness Committee and leads the organization of wellness events.
- Facilitates health promotion/wellness to all CLS employees.
- Coordinates a range of clinical occupational health and wellness services such as pre-placement health assessments, vaccinations and health promotion programs.
- Develops policies, processes and programs related to promoting occupational health and wellness and organizational effectiveness.
- Provides analytical and problem-solving support to identify trends and issues, and generate information. Obtains and analyzes relevant data to support evidence-based recommendations.
- Liaises with the union regarding medical cases and attendance management issues, when appropriate.
- Facilitates the Attendance Management Program (AMP), including providing leadership regarding absence trends to other supervisors and managers.
- Liaises with Communicable Diseases and /or Infection Prevention & Control regarding infectious disease issues or staff exposures.
- Other related duties as assigned.
- Demonstrates Professionalism, Respect/Caring, Integrity, Dedication and Excellence (PRIDE) in the work environment.
- Professional and ethical responsibility to protect privacy, use confidential information appropriately, and maintain the confidentiality and security of all information related to patients, staff and the business of CLS.



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Position Requirements

- Bachelor's degree in Kinesiology, Nursing or related field.
- Minimum of five to eight years' experience in disability case management and coordination of services.
- Current working knowledge of the Employer's legal obligations as set out by the *Occupational Health and Safety Act*, *Alberta Human Rights Act*, and the *Workers' Compensation Act* and associated Regulations.
- Excellent written and verbal communication skills.
- Excellent critical thinking and problem solving skills.
- Knowledge of HR/Labour Relations Principles.
- Excellent project management, process development and coordination skills.
- Any Canadian equivalency to English 30 or 33 or CLBA score of Benchmark 8 completed within the last six months.

Position Assets

- A related professional designation such as Certified Disability Management Professional, Vocational Rehabilitation or Canadian Human Resources Professional
- Previous supervisory experience
- Facilitation Skills
- Experience in healthcare setting
- Experience within a unionized environment

****If you are a current CLS employee, please complete and submit the CLS Internal Employment Application Form. ****

Please forward your resume, specifying competition number, to the Human Resources Department at the DSC or via Fax at 403-770-3297 or online at: jobs@cls.ab.ca.

Questions regarding the above competition should be directed to clsrecruitment@cls.ab.ca (this email address is for questions only - applications received at this address will not be considered - please see above for application submission instructions).