



## **Human Resources Manager, Health & Wellness**

Reporting to the Director of Labour Relations, the Human Resources Manager, Health & Wellness works collaboratively with employees, the management team, principals, unions, health care professionals, insurance providers, and others to support the full scope of employee health & wellness matters.

This key position supports the district and employees through the effective management of short and long term medical leaves that involves developing, implementing and overseeing employee accommodations; facilitating returns to work; and liaising with health care professionals and other relevant stakeholders.

Additionally, the Human Resources Manager, Health & Wellness leads the Districts employee wellness function; including planning and managing all district wellness initiatives.

**Salary: Range:** \$91,480 to \$114,351 per annum

**Assignment:** Full time, Monday-Friday

### **Duties and responsibilities**

#### **Health & Wellness**

Manage a varied and complex disability management caseload, demonstrating care and compassion, thoughtful and sound communication, building successful relationships, and developing effective and timely recovery, return to work, and accommodations;

Provide assistance and guidance to employees and managers throughout employee recovery and return to work processes;

Communicate with health care professionals to determine employee medical abilities, limitations and restrictions, and develop goals and objectives to return employees to, and/or keep employees at work;

Involve, work collaboratively; and correspond, when necessary, with union representatives

Provide education, advice and guidance on best practices to managers, principals and vice principals, employee groups, and union representatives on case management and attendance management processes;

Manage and promote Employee & Family and Assistance Program;

Reliably manage and share case management documentation, as needed, while upholding the districts privacy requirements;

Arrange and coordinate suitable medical assessments, treatment programs and other interventions to effectively manage disability cases;

Manage Long Term Disability programs and liaise with third party insurers as needed;

Interpret and apply the support staff collective agreement as it applies to managing unionized staff;

Other related duties as assigned.

### **Relationships**

The Human Resources Manager, Health & Wellness leads the health and wellness initiatives for the District. It is vital for the Manager to visibly form and maintain healthy, positive, working relationships with both internal and external stakeholders and to exemplify strong leadership and guide inspiring wellness and effective communication.

### **Subordinates:**

- Directly manages support staff, this includes guiding and inspiring staff to achieve goals in a positive work environment.
- Interpret and apply the support staff collective agreement as it applies to managing unionized staff.

### **Within Organization:**

- School District Personnel
- Union Groups

### **Outside Organization**

- Outside agencies
- WorkSafeBC
- Health Care Professionals
- EFAP providers

## **Qualifications**

### **Education and Experience**

- Recognized post-secondary Degree or Diploma in Human Resources Management, and/or Disability Management, or a related discipline;
- Minimum 5 years related work experience in a unionized environment;
- An equivalent combination of experience and education may be considered.

### **Other Requirements, Skills, Abilities, Competencies**

- Strong knowledge of best practices and applicable legislation in the areas of disability management, accommodation, undue hardship; attendance management, workers compensation, and wellness;
- Proven ability to make independent and sound decisions, while working independently and collaboratively, as needed, managing a busy portfolio;
- Exceptional interpersonal and effective relationship building skills; team player, proven ability to work collaboratively with internal and external stakeholders;
- Demonstrated ability to deal with highly confidential and sensitive issues with a high degree of diplomacy and confidentiality;
- Strong organization and prioritization skills coupled with excellent business, technical and writing abilities;
- Valid Class 5 BC Driver's License.

### **Working conditions**

- Office work Indoors
- Site visits

## **How to Apply**

Please apply on Make a Future at <https://bit.ly/3VAFXu2> by clicking the Apply button next to the job details.

Applications should include a cover letter, a detailed personal résumé, and any other relevant supporting documentation.

By applying, candidates give permission to Nanaimo Ladysmith Public Schools to contact any references, or any past or present employers named in the application.

Please note: Nanaimo Ladysmith Public Schools thanks all applicants for their interest in working with us, however, only those shortlisted will be contacted.

**If you have questions or require assistance with this application process, please contact the Customer Care department at MakeAFuture at 1 866 806 6851 or [applicant@makeafuture.ca](mailto:applicant@makeafuture.ca)**