



# *Employee Health Advisor*

*Human Resources*

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<b>Posting:</b> A17-10	<b>Closing Date:</b> July 27, 2017
<b>Position Type:</b> Term	<b>Workload:</b> Full-time
<b>Start Date:</b> As soon as possible	<b>End Date:</b> March 31, 2018

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## **ORGANIZATIONAL OVERVIEW**

Camosun College is a comprehensive community college located on the traditional territories of the Coast and Strait Salish peoples serving the people of the Greater Victoria Region of British Columbia. Guided by an inspiring strategic plan and administered by a professional community of talented faculty, staff and senior executives, Camosun enrolls 18,000 learners each year, including over 1,100 Indigenous students and 1,100 International students. The College has an operating budget of over \$123 million. Across two campuses, Camosun offers more than 160 certificate, diploma, and bachelor's degree programs in arts, sciences, business, health and human services, trades, technologies, sport education, Indigenous studies and adult upgrading. The College is committed to values of relationship with community, inclusiveness, and respect. As a community, we commit to the process of Indigenization of the college – including both programs and services - and to use this learning to improve the learning experiences for the exceptionally diverse range of student needs and backgrounds present within the Camosun community supporting the commitment to lifelong learning and positive student experiences.

## **POSITION SUMMARY**

As a part of the strategic HR team, the Employee Health Advisor oversees all programs and services related to employee health and wellness. These may include, but are not limited to, Disability Management, Employee and Family Assistance, WorkSafeBC, Claim Management, Accommodation and Return-to-Work, Wellness, Promotion and Education.

A competitive salary, opportunities for professional development and an excellent benefit package are offered.

Apply online at [www.camosun.ca/careers](http://www.camosun.ca/careers). We would like to thank everyone in advance for applying, as only those selected for an interview will be contacted.

***Camosun College is an Equal Opportunity Employer***

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*The full job description follows below.*

## **JOB DESCRIPTION**



## **EXEMPT JOB DESCRIPTION**

**Title: Employee Health Advisor**

**Dated: July 13, 2017**

**Department: Human Resources**

**Supervises: (1)**

**Reports To: Human Resources Team Leader**

**Updated: March 2016**

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## **A) ORGANIZATIONAL OVERVIEW**

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## **B) JOB SUMMARY**

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## **C) REPORTING RELATIONSHIPS**

Reporting to the Human Resources Team Leader, the Advisor works collaboratively with other areas of the HR department, managers/supervisor, and the insurance carrier to provide guidance and consultation to faculty and staff in the areas of disability management in the workplace. Oversees the daily activities of the HR Employee Wellness Assistant and provides guidance as necessary.

## **D) ESSENTIAL JOB FUNCTIONS**

### **Disability Management**

- Identifies, defines, and implements key components of effective disability management
- Provides guidance, direction and advice to HR Consultants and line managers in identifying the nature of employee absences, appropriate benefit entitlement, ongoing eligibility, application of related policies, collective agreements and disability case management best practices.
- Responsible for managing all disability claims at the College
- Establishes gradual return to work plans and workplace accommodations to facilitate successful re-entries into the workforce and timely resolution of related issues by:
  - Monitoring, evaluating and adjusting employees' return to work progress when necessary
  - Identifying systemic barriers to return to work or employment
  - Developing guidelines and procedures for transitional work programs and workplace accommodations
  - Facilitating job modification, accommodation, workplace redesign and assistive technology
  - Working closely and collaboratively with the employee, manager, union representative, insurer and healthcare providers
- Acts as a liaison between the employer, employee and insurance providers
- Explains eligibility and entitlement of the College's sick leave and disability benefit and compensation systems to employees and their families
- Promotes disability management programs and best practices to employees and managers by:
  - Coordinating safety and wellness related training for managers and employees
  - Developing guidelines and procedures for disability management, accommodations and RTW programs
  - Coordinating an up-to-date internal and external resources database of services and information available
- Chairs the Joint Rehabilitation Committees
- Performs evaluations of the College's workplace disability experience and disability program outcomes and recommends changes to reduce benefit costs while maximizing benefits to the organization

- Contributes and makes recommendations to the development and ongoing quality improvement of the disability management process and its benefits
- Respects confidentiality of information under the guidelines of privacy laws and regulations

### **WorksafeBC Claim Management**

- Manages WSBC disability claims; analyzes all claims for accuracy, fact and legitimacy according to law and WSBC policies; monitors the adjudication of claims and claim costs to ensure appropriateness,
- Provides expertise on WSBC issues and in an advocacy role, personally manages or works closely with the Employers' Advisers Office as necessary to prepare submissions to WSBC, the Review Division (RD), and the Workers' Compensation Appeal Tribunal (WCAT), Will participate in oral hearings if required.
- Provides consultation to other HR staff, and to the College's OSH program, on general and specific WSBC Claim issues, particularly where there is convergence of interests.

### **Employee Wellness Programs**

- Provides guidance and support to the HR Employee Wellness Assistant on the planning and implementation of the Healthy Together! programs
- Together with the HR Wellness Assistant, identifies employee health promotion program needs, based on information gathered from disability reports, program evaluation and reports provided by benefits insurer

## **E) OTHER FUNCTIONS AND RESPONSIBILITIES**

- Performs other related duties as assigned

## **F) KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of legal requirements, policies, collective agreements, procedures and protocols related to sick leave, short-term/long-term disability and WorksafeBC Regulations and policies, benefits programs, accommodation and return-to-work programs
- Demonstrated experience in research and development related to employee surveys, policy interpretation, program design and implementation related to organizational wellness, benefits management and sick leave, with demonstrated strengths in:
  - ability management;
  - attendance management;
  - illness/injury response; and
  - return-to-work and duty to accommodate
- Exceptional interpersonal and communication skills including the ability to listen, coach, advice, influence, manage conflict between others, and work with individuals who may be unwilling to cooperate
- Demonstrated ability to independently organize workload in a customer-focused environment that includes high volume, frequent interruptions, multiple tasks, and shifting priorities and deadlines
- Demonstrated knowledge and skills in the areas of: interpersonal assessment; counselling/supporting; employee reintegration (return-to-work); College and external consultation; referral to community resources

- The ability and willingness to serve as a model for health practices in the College workplace, and act in a supportive and ethical manner with College employees
- Demonstrated ability to use current office software

### **G) QUALIFICATIONS**

Bachelor's degree or diploma in Human Resources or related discipline plus five years of experience as a disability management, employee health or human resources generalist in a complex, multi-union or public sector environment.

A CDMP, CRTWC, or CHRP designation is desirable.

An equivalent combination of education, training and experience will be considered