

## Recruitment Details

***The City of Winnipeg is a vibrant and dynamic organization with many opportunities!***  
***We offer a diverse and welcoming work environment that delivers quality services to our citizens.***

## **Health Resource Specialist**

Human Resource Division  
Water and Waste Department  
Posting No: 121509

**Closing Date: September 13, 2022**

### **Job Profile**

Under general direction of the Manager of Human Resources, the Health Resource Specialist is responsible for managing the Return to Work Program including the oversight and delivery of proactive case management services for employees requiring accommodation in the workplace due to disability and/or occupational injuries.

The Health Resource Specialist is responsible for providing high quality case management services and coordinating the return to work process of the Water and Waste Department's injured and disabled employees in accordance with the City of Winnipeg Return to Work Standard and best practices in the field of disability management services. The Specialist will work closely with the employee, and the stakeholders in the process including but not limited to the Occupational Health Unit, Medical Practitioners, Employee Benefits Program, Workers Compensation, Union representatives, and Supervisors/Managers to identify the options to facilitate the earliest possible return of employees requiring accommodation to productive employment.

### **As the Health Resource Specialist you will:**

1. Develop return to work plans that determine the direction, action and support services to injured/disabled employees who require accommodation under applicable legislation, the City Reasonable Accommodation and Return to Work Standards.
2. Establish and oversee a supportive and effective Return to Work (RTW) program for employees who are injured or disabled.
3. Process and manage Workers Compensation claims and appeals for members injured on duty.
4. Supervise direct reports, and ensure that statistical data is compiled and analyzed, trends and training needs are identified and communicated, and all required health and safety related reports are completed.
5. Provide assistance and support on department wellness initiatives and other preventative programs.

### **Your education and qualifications include:**

1. Diploma or Degree in one of the following disciplines: Rehabilitative Case Management, Occupational Health Nursing, Occupational Therapy, Human Resources Management, Ergonomics or equivalent combination of related education, certification and experience.

2. Current certification in Disability Management (Certified Disability Management, Professional (CDMP), Certified Return to Work Coordinator (CRTWC), Registered Rehabilitation Professional (RRP), or Canadian Certified Rehabilitation Councilor - (CCRC) is an asset.
3. Three years prior related experience with a minimum 24 months experience coordinating and facilitating a Return-to-Work program in a unionized environment.
4. Experience with the interpretation of medical documentation and application for returning to work.
5. Working knowledge of current case law regarding Duty to Accommodate, provision of medical information, Human Rights and Protection of Privacy and applicable collective agreements.
6. Breadth of knowledge of organizational occupations to facilitate appropriate modified duty placements beyond employee's own position.
7. Advanced skills with HRIS Systems and Microsoft Office programs.
8. Demonstrated ability to communicate effectively (verbal & written) with a broad range of people.
9. Demonstrated ability to work and create a collaborative working environment.
10. Knowledge of available community and business resources in health and safety and wellness is an asset.
11. Organizational awareness.

#### **Conditions of employment:**

1. The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
2. A Police Information Check satisfactory to the employer will be required from the successful candidate, at their expense.
3. Must possess and maintain a valid Class 5 Manitoba Driver's Licence.

#### **CORE COMPETENCIES for ALL EMPLOYEES OF THE CITY OF WINNIPEG:**

- Citizen & Customer Focus
- Respecting Diversity
- Ethics and Values
- Integrity and Trust
- Results Oriented

#### **How To Apply**

**APPLY ONLINE**, including all documentation listed below:

1. Current resume AND Application Form (**Required**).
2. Applications submitted without REQUIRED documentation will not be considered.

**\*Your application documents must clearly indicate how you meet the qualifications of the position.\***

#### **Notes**

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311. The City of Winnipeg uses the [Korn Ferry Leadership Architect Competency Model](#) as part of the recruitment process.

Salary Schedule A1 \$2,675.58 - \$3,593.25 bi-weekly WAPSO Grade 3 (See note 1)

Salary Schedule A2 \$2,675.58 - \$3,502.92 bi-weekly WAPSO Grade X3 (See note 1)

- 1. In accordance with Article 4, an employee who enters the bargaining unit on or after the date of ratification [October 29, 2020] shall be placed on Schedule A-2. Employees of the bargaining unit who are on Schedule A-2 at the time of ratification will continue to be paid in accordance with Schedule A-2. Employees of the bargaining unit who are on Schedule A-1 at the time of ratification will continue to be paid in accordance with Schedule A-1 until they are the successful applicant to a position at a higher Administrative Salary Level (Grade) or they (or the Association on their behalf) initiate a successful reclassification to a higher Administrative Salary Level (Grade) in which case they will be placed on Schedule A-2 and subsequently follow article 25-2 (Position Evaluation - Treatment of Incumbents).*

The successful candidate will be required to provide a Notice of Driver's Licence In Force document upon request.

Applicants may be required to undergo testing to determine their knowledge, abilities, and skills as they relate to the qualifications of the position.

The successful applicant will be required to complete job specific training required for this position as directed.

Flexible work arrangements which may include flexible hours, remote work, or a hybrid of remote work may be available under Administrative Standard AS-018 – Flexible Workplace; subject to review and approval.

We have great benefits and competitive salaries, and we are committed to ongoing learning and career development!

***We value diversity in our workplace. Indigenous peoples, women, racialized peoples, persons with disabilities, 2SLGBTQ+ peoples and Newcomers are encouraged to self-declare.***

**Only candidates selected for interviews will be contacted. Requests for Reasonable Accommodation will be accepted during the hiring process.**