South West **LHIN**

The South West Local Health Integration Network (LHIN) is one of 14 local organizations in Ontario that plan, coordinate and fund local health services and deliver high quality home and community care to patients and families. The South West LHIN is committed to health improvement, innovation, and the establishment of collaborative partnerships to improve population health, patient experience and value for money across the health care system.

LHIN staff incorporates the best aspects of teamwork and continuous learning as they work with the local community to ensure the best health outcomes for everyone. If you have a passion for excellence and an entrepreneurial spirit, this is your opportunity to make a difference as part of a dynamic team transforming the Ontario healthcare system.

MANAGER, OCCUPATIONAL HEALTH & WELLNESS
(Permanent Full-Time)

The Opportunity

As a member of the human resources and organizational development team, the Manager, Occupational Health & Wellness leads the occupational health, safety and wellness program along with their team of disability management, attendance management, and benefit administration experts for all South West LHIN employees. This role, in conjunction with the Patient Care team, oversees the Infection Protection and Control (IPAC) requirements for the organization. This position will also review and arrange accommodations under the Human Rights Code in collaboration with the Coordinator, Occupational Health and HR Business Partners. This position leads, participates in, and demonstrates an understanding of quality, risk and patient safety principles. Follows all safe practices and procedures to support a safe patient and employee working environment.

What Can I Expect to Do?

Reporting to the Director, Human Resources, the Manager, Occupational Health & Wellness shall:

- Provide leadership and support to employees requiring assistance while off ill or needing assistance to remain on the job.
- Ensure Occupational Health Safety risks are identified and addressed through effective OH&S committees and processes.
- Oversees the IPAC requirements ensuring the IPAC committee is meeting its mandate. Partners with Public Health and other community resources as required..
- Provide leadership, consultation, and support to the leadership team to address health, safety, and wellness needs and issues.
- Work with third party adjudicators to ensure benefits are processed appropriately.
- Manage both Occupational and non-occupational absences, gather statistics, and ensure cost effective support is provided to employees.
- Establish and maintain collaborative relations at all levels in the organization in order to build trust and confidence in the Human Resources & Organizational Development (HROD) portfolio.
- Work with the HROD Team to ensure that the Attendance Management program is working and provide oversight to the program, including gathering statistics and analyzing trends.
- Coach the Management Team and internal HROD Team on best practices and approaches.
- Work with employees, managers, and unions to develop the appropriate Return To Work plans.
- Ensure accommodation plans are medically supported and reasonable considering the employee's needs and the employer's needs.
- Promote a wellness culture to keep employees healthy and engaged.

- Establish and monitor key performance indicators and goals aligned with strategic directions and the annual operational plan.
- Oversee OH&S committees and related processes to ensure legislative compliance and the development and implementation of annual goals. Ensure compliance is monitored and goal outcomes are evaluated with a view to continuous improvement. Continue to build the safety culture by recognizing achievements.
- Provide ongoing feedback to support individual staff learning needs.
- Work with the Learning Development Partners to coordinate, facilitate, and ensure implementation of orientation needs for Occupational Health and Wellness requirements.
- Leverage relationships with all levels to influence and drive organization capacity and excellence.
- Develop and maintain relationships with other LHINs and partner organizations to identify opportunities for system improvements, integration, etc.
- Liase with Patient Care Managers, peers, and Directors of Home and Community Care when changes or updates to programming or resources are deemed necessary.
- Liaise with external HROD colleagues and organizations in order to remain current and to ensure South West LHIN practices continue to reflect best practices.
- Perform regular travel within the South West region.

Location: This position is located in the South West LHIN region.

How do I qualify?

Education:

- Post-Graduate of an accredited university in a related field.
- Occupational Health and Safety certifications.
- College Diploma in Human Resources, CHRP, or equivalent education and/or experience an asset.
- Regulated Health Professional designation preferred.

Experience and Skills:

- Minimum of 5 years' managerial experience with demonstrated ability in effective leadership and coaching skills.
- Experience and knowledge of service delivery in a health care environment.
- Experience in claims management; WSIB Schedule 2 employer experience preferred.
- Understanding and experience in Infection Prevention and Control (IPAC).
- Experience in managing/implementing quality and risk management projects and initiatives in healthcare industry.
- Possesses clinical knowledge, critical thinking skills, excellent communication and interpersonal skills.
- Expert coaching/guidance, research, ethical decision making, collaboration, consultation, clinical expertise.
- Knowledge of risk management approaches and tools used in the healthcare industry.
- Knowledge of HR best practices and principles in Human Resources Management, Health and Wellness, Occupational Health and Safety, disability management.
- Knowledge of best practices in wellness initiatives including Mental Health and chronic mental stress with WSIB entitlement.
- Knowledge of HR policies and procedures with the ability to clearly articulate and interpret HR requirements, policies, and programs to on-site customers.
- Experience in unionized environments.
- Knowledge of the organization's benefits plan, and the role of providers and related government agencies.
- Knowledge of related labour and employment legislation such as Employment Standards Act , Occupational Health and Safety Act, Workers Safety and Insurance Act, Ontario Human Rights Code.

- Knowledge of HRIS and Parklane systems with respect to maintaining statistics, analyzing trends, processing information, and generating reports.
- Leads and demonstrates understanding of clinical performance and standards that align with the College of Nurses of Ontario.
- Demonstrated ability to make independent decisions quickly and accurately under varied and complex situations.
- Solid understanding of adult education principles.
- Knowledge of direct care coordination models used in community health care organizations.
- Good knowledge of community resources (e.g., services and programs), and roles of health care professionals.
- Knowledge of challenges and issues, methods, and techniques for outsourced/contracted services and service providers.
- Knowledge of tools, systems and databases used in patient care delivery and management.
- Ability to prepare and maintain confidential records information.
- Ability to deal constructively with a variety of contentious/difficult situations, discuss sensitive information, and influence/persuade others to follow a recommended course of action.
- Good coaching and problem-solving skills to provide instructions and guidance to staff with respect to activities, challenges and questions.

Technical Skills:

- Strong planning and organizing skills.
- Proficiency in using MS Office applications (e.g., Word, Excel, Power Point, etc.).
- Experience using Parklane software is an asset.

Language:

- Proficiency in French is an asset.

Should you be interested in this exciting opportunity, please visit www.lhinjobs.ca to apply. Application deadline is November 12, 2017.

Compensation includes competitive salary, benefits and pension plan.

For further information on the South West LHIN please visit: http://www.southwestlhin.on.ca

The LHIN is an equal opportunity employer and all applicants are welcome. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Individuals with a disability requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.