



Position Title: Disability Management Specialist
Position Status: Full Time
Posting No.: 20-188
Posting Date: November 20, 2020
Deadline to Apply: November 27, 2020

About Us

Located in Simcoe, Ontario, Norfolk General Hospital provides exceptional healthcare to a municipality of approximately 69,000 people. Our area of focus provides a continuum of service throughout the life span of the people we serve including Emergency, Critical Care, Obstetrics, Pediatrics, Medicine, Surgery, and Complex Continuing Care. Employing approximately 550 highly skilled and dedicated employees, Norfolk General Hospital is a full service 106-bed hospital with round the clock on-call coverage of Specialists in Surgery, Anesthesia, Internal Medicine, and Obstetrics, as well as on-site 24 hour per day medical coverage.

Simcoe is less than one hour away from most major centers, including Hamilton and London, and only 90 minutes from the Greater Toronto Area. Situated in Norfolk County (Ontario's South Coast), Simcoe is not far from Lake Erie and the 140 kilometers of shoreline that include long stretches of sandy beach.

About the Position

Reporting to the Director of Human Resources and Occupational Health, the incumbent is responsible for the effective delivery of established occupational health programs, protocols and services, identifying early and safe return to work opportunities for injured/ill employees, developing and facilitating return-to-work or modified work plans, managing Non-Occupational Health files and WSIB files, including communication with WSIB Case Managers and Adjudicators and other related functions as part of a multi-disciplinary team for Norfolk General Hospital, Norfolk Hospital Nursing Home, West Haldimand General Hospital and contracted community partners.

Use of a proactive case management approach providing support to workplace parties in recovery and return-to-work process is required, while addressing worker and employer needs and helping the parties understand their rights, responsibilities and obligations. In addition, the Disability Management Specialist works collaboratively to promote safety and proactive prevention of workplace incidents for all staff.

Duties & Responsibilities:

- Manage a caseload of disability management files to determine eligibility for benefits, identifying appropriate interventions by performing file reviews, consulting with occupational physician, and other stakeholders in order to implement appropriate measures in the circumstance.
- Identify and implement temporary, transitional return to work plan opportunities, modified work plans, safety plans, etc.
- Manage WSIB files including identifying circumstances that warrant an appeal and/or objection and writing appropriate correspondence in the circumstance
- Oversee risk analysis, physical demands analysis, ergonomic assessments and task analysis
- Ensure all related policies and procedures are in place.
- Consult through exposures and outbreaks.
- Offer expert knowledge and skills in order to generate and promote wellness initiatives
- Ensure that occupational health and safety disability management functions comply with applicable legislation, professional regulatory requirements, best practices and OHA/OMA guidelines.
- Contribute to departmental initiatives

Requirements:

- Bachelor's Degree in health sciences or related field (Kinesiology, Ergonomics, Physiotherapy, Human Resources or Law preferred)
- Proven experience with Disability Claim Management, preferably within a unionized healthcare environment
- Certificate in Disability Management preferred
- WSIB Basic Certification and Workplace Specific Hazard Certification preferred
- Comprehensive knowledge of the WSIA, OHSA, the Public Hospitals Act, OHA guidelines and privacy and human rights legislation.
- Strong ability to multi-task and shift priorities as the need arises
- Excellent time management and organizational skills
- Excellent interpersonal, problem solving and conflict management skills
- Strong communication skills, both written and verbal
- Computer literacy in a Windows environment, utilizing Word, Excel and Outlook at an intermediate level.
- Experience with Parklane software program is preferred
- Demonstrates understanding and complies with patient and staff safety policies and procedures that foster a safe and inclusive environment for all
- Effectively uses empathy in interactions with others.
- Models behaviour that is aligned with the values of Norfolk General Hospital

Hours of Work: Primary: Monday to Friday, but must be available to work shifts, weekends and holidays as required.

Interested applicants must submit a current **cover letter and resume** to the Human Resources Department by e-mailing ngghr@ngh.on.ca, referring to posting number above by 1600 hours on **November 27, 2020**.

In order to ensure equal opportunities during the recruitment and selection process, Norfolk General Hospital and Norfolk Hospital Nursing Home provides accommodations for applicants with disabilities, upon request.

Norfolk General Hospital and Norfolk Hospital Nursing Home thanks all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.