



The Cowichan Valley School District invites applications for the role of Human Resources Health and Wellness Manager.

The Region

Situated in the beautiful Cowichan Valley on southern Vancouver Island, the Cowichan Valley School District is located between Victoria and Nanaimo. The Cowichan Valley School District extends north to Saltair, south to Spectacle Lake on the Malahat and west to the Lake Cowichan region. We are honoured to be learning on the ancestral and unceded territories of the Quw'utsun, Malahat, Stz'uminus, Penelakut, Halalt, Ts'uubaa-asatx and Lyackson peoples. The District serves a student population of approximately 8,700 students of which 1,700 identify as Indigenous. The School District has 23 school sites and an annual budget of over \$111 million. Further information regarding the School District can be obtained at www.sd79.bc.ca.

Background

Reporting to the Associate Superintendent, the HR Health and Wellness Manager works collaboratively with employees, the management team, principals, unions, health care professionals, insurance providers and others to assess required medical documentation and implement recovery and return-to-work.

Purpose of Position

The key incumbent obtains and manages confidential employee information; develops and implements return-to-work plans; coordinates appropriate medical and disability accommodations; liaises with health care providers and stakeholders as required and assists employees and their supervisors with attendance management.

Specific Accountabilities / Deliverables

- Implement an attendance management program and effectively support employee attendance across the District, including active case management, return to work/medical accommodation coordination; coordination of services to facilitate recovery and monitoring of program data.
- Foster positive relationships and communicate clearly with various parties, even in situations with adversity.
- Develop, implement and promote comprehensive wellness programs across the District and create awareness through Employee and Family Assistance Program (EFAP), email, newsletters, brochures/posters or promotional events.
- Manage LTD programs and liaise with third party insurers for all employee groups.
- Liaise with employee groups to determine wellness needs and present findings to senior management.
- Collate and report individual attendance data and develop attendance action plans with employees and their supervisor(s). Perform wellness checks and participate in attendance meetings as requested.
- Effectively manage sensitive personal information to ensure confidentiality, including ensuring appropriate policies/procedures are in place and kept up to date for the handling of this information.
- Act as a resource for Senior Management, Principals, Vice-Principals, Supervisors, and other District staff on matters of health, wellness and attendance management.

- Attend/consult with the Employee Family Assistance Program Committee to review usage trends.
- Participate as a member of the CUPE Pro-D Committee in the organization of bi-yearly sessions.
- Leads the organization of District Retirement, Employee Recognition Program and Long Service Award events.
- Perform other job-related duties as required.

Education/Experience

- Diploma in Disability Management, Health Care, or a related discipline. Equivalent combinations of education and experience will be considered.
- 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 by assessing medical and supporting information that supports employee's health and wellness.
- Exceptional interpersonal and effective relationship building skills; team player, proven ability to work collaboratively with internal and external stakeholders.
- Strong organization and prioritization skills coupled with excellent business, technical and writing abilities.
- Proficient in office procedures, business writing and computer software (Microsoft Office 365).

To view the original job posting, please visit Make a Future at <https://bit.ly/3Nein1F>.

How to apply:

Applications should include a cover letter, a detailed personal résumé with three supervisory references, transcripts, a brief statement of philosophy and any other relevant supporting documentation. Please submit all documents in one PDF file.

Please apply via email to Jen Christenson, Manager of Human Resources, by 12:00pm Thursday, June 29, 2023 at jchristenson@sd79.bc.ca

We appreciate all applicants, however, only those candidates selected for interviews will be contacted.