

Manager, Occupational Health and Wellness - Full-time (People & Culture)

Competition: 280-23

Department/Unit: People & Culture

Position Type: Full-time

Bargaining Unit: Non-Union

Headwaters Health Care Centre. One Community, Caring Together.

We are a dedicated team of professionals focused on providing the best care possible for our patients, families, and caregivers. We work together to care for the whole person from hospital to home. We are looking for a Manager, Occupational Health and Wellness to work with our People & Culture Department to help us continue in our mission to serve our community with Kindness, Passion, Courage, and Teamwork.

Reporting to the Vice President, People and Culture, the Manager, Occupational Health and Wellness is responsible for the ongoing management, planning, implementing, directing and evaluation of programs in all areas of occupational health and safety, and wellness.

This role will be responsible for managing the day-to-day activities and performance of the Occupational Health and Safety team, and ownership of the hospital's wellness strategy. With an emphasis on continuous improvement, the Manager will have leadership oversight of the attendance management programs, and projects related to health, safety, and wellbeing. The Manager will work closely with the leadership team and union partners to ensure that occupational health and wellness is integrated into daily practices.

The Manager, Occupational Health and Wellness models and inspires the Headwaters organizational values, sets department goals that align with these values and the

strategic directions, works collaboratively with all hospital teams, fostering a quality-focused and responsive customer service environment.

Health, Safety and Wellness:

- Ensures compliance with all relevant disability management legislation relating to Occupational Health
- Reviews and develops policies, processes, and procedures to support abilities management and health promotion
- Implements strategies, coordinates, and oversees the Abilities Management and Health Promotion programs to meet legislative, collective bargaining and financial requirements, and as defined by the OHA/OMA Guidelines
- Acts as consultant in all matters relating to the Occupational Health and Safety Act and Workplace Safety and Insurance Board Act
- Reviews organization wide performance (including illness, incidents, accommodation and LTD claims, EAP usage) and develops strategies for compliance
- Provides committee/task force leadership and serves as an active participant on committees representing the occupational health and safety department
- Oversee the implementation of corporate safety, health and wellness programs, policies and training that align to legislative requirements and collective agreements, mitigate risk/hazards, and reduce workplace injury/illness.
- Leads the development and dissemination of innovative programs or framework and tools to support the mental health and wellness for staff, such as psychological health and safety in the workplace
- Design and implement evidence-based and innovative corporate health and wellness strategy approaches that enhance staff wellness, engagement, and attendance
- Oversee the monthly compilation, analysis and reporting of safety and wellness data for the purpose of identifying trends and causes; develop and lead action plans to address identified opportunities for improvement.
- Participates in and provides expert direction to the divisional Joint Health and Safety Committees for continuous improvement of effectiveness in addressing the root causes of health and safety concerns and hazard recognition and control.

Strategic Contribution and Policy Administration:

- Participate in the strategic and operational planning processes. Identify department needs and priorities.
- Responsible for leading the project planning and implementation processes for OHS operations programs and projects
- Monitor, measure, and report on results of initiatives, post implementation to ensure successful delivery and participate in the enhancement or upgrading of existing programs/products/services supporting the spirit of continuous improvement in P&C.
- Develop and maintain occupational health policies and procedures to meet the requirements, support the quality of work-life, and conform or adapt to

employment legislation.

Management, Staffing and Budgeting:

- Provide leadership and direction to Occupational Health and Safety team to support them in the performance of their job responsibilities.
- Ensuring that implementation plans are in place to support all future dated projects and/or programs.
- Participating in the development and monitoring of the budget.
- Monitors and audits attendance and WSIB costs, encouraging cost effective decision making by the organization, in order to maintain the prudent use of hospital resources, while protecting the organization from legal and financial risk.

Other Duties:

- Provide communication and training to management and staff related to health, safety and wellness programs and services.
- Provide guidance and advice to senior management on safety or wellness related issues.
- Participates in various committees as required.
- Participates in both employee and patient safety initiatives and takes action to address unsafe conditions and procedures to ensure a healthy and safe environment.
- Other duties as assigned.

Qualifications:

- Bachelor's Degree in a related field of study or a practicing regulated health professional.
- A professional designation in Occupational Health and Safety (i.e., Canadian Registered Safety Professional (CRSP), Certified Industrial Hygienists (CIH), Canadian Occupational Hygiene Association (COHA) member).
- Current registration, and in good standing, with the College of Nurses of Ontario
- Minimum of five (5) years' recent experience in Occupational Health working in an acute care hospital environment preferred, and two (2) years' recent management experience preferred.
- Thorough knowledge of the Occupational Health and Safety Act, Public Hospitals Act, and OHA/OMA guidelines
- Experience interpreting and applying relevant legislation.
- Experience with National Standard of Canada for Psychological Health and Safety preferred.
- Knowledge of health promotion principles and abilities case management.
- Knowledge of Workplace Safety and Insurance Board and Long-Term Disability programs.

- Is a 'competent person' as defined by the Occupational Health & Safety Act, and responsible for duties as outlined in the Occupational Health & Safety Act in section
- Demonstrated ability to establish effective interpersonal relationships including effective collaboration with interdisciplinary teams and external regional partners.
- Demonstrated effective leadership, planning and project management skills.
- Superb presentation, verbal communication, interpersonal and relationship building abilities.
- Demonstrated written communication skills to draft clear and concise correspondence, collective agreement language and formal reports.
- Excellent problem solving and change management skills.

Hours of Work: 37.5 hours per week

Hiring Salary Range: Compensation is commensurate with experience.

- Entitled to HOOPP Pension
- 100% Employer Cost Benefits

Why Headwaters?

Our values are more than words, they are what define and connect us. They determine how we work, how we behave, and how we relate to our patients, their families, and caregivers as well as to everyone who is part of the Headwaters community.

We offer a wide range of employee perks, for information on our comprehensive benefits package, please visit [Headwaters Health Care Centre - Careers at Headwaters](#)

Extra Information

We thank all those who apply but only those individuals selected for further consideration will be contacted.

Headwaters Health Care Centre is an inclusive and equal opportunity employer and supports the compliance of the Accessibility for Ontarians with Disabilities Act (AODA).

If you have a need for an accommodation, please contact Human Resources so that appropriate arrangements can be made.

Headwaters Health Care Centre is a smoke free facility. Smoking is not permitted on hospital properties. We thank everyone who works at or visits our hospitals for

respecting this healthy initiative. We are also a scent-free environment for all employees and visitors.

All job offers will require compliance with our COVID-19 Vaccination Policy for proof of full vaccination unless provided with a medical exemption or an accommodation under the Ontario Human Rights Code.