
Manager, Health and Wellness

General Statement

The Manager, Health and Wellness, works closely with and reports to the Director, Human Resources and will provide leadership and direct support for the implementation of a health and wellness program. The program will be designed to support all employees in a health-focused environment that promotes positive connections to the workplace and optimal engagement with work.

Key responsibilities include working collaboratively with school personnel, administrators and other excluded leaders, unions, healthcare professionals, and insurance providers to support staff in the implementation of recovery, return-to-work and stay-at-work health and wellness plans.

Key Responsibilities

Employee and Stakeholder Relations

- Demonstrate care and compassion while building successful relationships with staff, excluded leaders, union representatives, healthcare professionals, insurance providers and health and wellness service providers;
- Hold thoughtful and timely discussions in person and virtually, where required and appropriate, in support of staff health, wellness and attendance;
- Accurately articulate detailed and complex information verbally and in writing to various stakeholders while adhering to confidentiality and privacy requirements;
- Liaise with Union representatives in support of their union members where patterns associated with absenteeism arise and/or to build effective and timely recovery, return to work and accommodation plans; and
- Liaise effectively and consistently with members of the Health and Safety team to increase awareness of joint health and wellness initiatives.

Case Management

- Identify and examine employee attendance patterns, ;
- Review and consider individual circumstances and work with the employee, the supervisor and union representatives to develop action plans that intend to support increased wellness and attendance at work;
- Design and maintain processes and corresponding documentation, including any relevant medical assessments;
- Coordinate and effectively manage a complex caseload of employee files;
- Communicate with care providers in the development of goals and objectives compatible with the employee's abilities;
- Monitor the progress of employee health and wellness plans and communicate results of return-to-work, stay-at-work and accommodations with union representatives and excluded leaders where reasonable and appropriate; and
- Collect, review and prepare statistical data and other reports for appropriate action as required.

Program Education and Leadership

- Provide education, advice and guidance on best practice to members of the management team, employee groups and unions on case management and health and wellness processes and program initiatives; and
- Promote the principled and effective application of health and wellness procedures while applying collective agreement language and corresponding legislation.

Health and Wellness Initiatives

- Promote the Saanich Schools Employee and Family Assistance Program (EFAP) and various opportunities available within for employees to seek support on their health and wellness journey;
- Provide troubleshooting support and liaise with the EFAP service provider as necessary where staff members raise concerns about access to the program or services rendered; and
- Identify and promote other wellness opportunities available to staff members within and external to the Saanich School District.

Qualifications:

- Degree in Human Resources Management, Disability Management, Health Care or a related discipline;
- Professional designation in the National Institute of Disability Management and Research (NIDMAR) or comparable health-related designation is preferred;
- Preference for a minimum of five (5) years related and relevant experience supporting employee health and wellness initiatives in a unionized environment;
- Strong knowledge of best practice and applicable legislation in the areas of disability management, accommodation, undue hardship, attendance management, and wellness;
- Proven ability to make independent and sound decisions by assessing medical and supporting information that increases employee health and wellness;
- Exceptional interpersonal and relationship building skills;
- Team player with a proven ability to work collaboratively with internal and external stakeholders;
- Strong organization and prioritization skills coupled with excellent business, technical and writing abilities.

How to Apply

Applicants are asked to support their submission with the following information:

- A current resume;
- Names and contact information of three references who may be contacted and who are familiar with your professional performance;
- Any other applicable supporting documents.

The Saanich School District offers a competitive compensation and benefits package. The salary range is \$91,925 to \$114,906.

Please submit your completed application to Robyn Reid, Director of Human Resources, at rreid@saanichschools.ca.

Deadline for applications is **Friday May 17th at 10:00 am (PDT)**.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.