

INTERNAL & EXTERNAL JOB POSTING

Specialist, Health & Wellness

ISANS is seeking a full-time **Specialist, Health & Wellness** responsible for implementing, communicating and supporting health, wellness and safety programs and initiatives that engage and focus employees on safe and healthy workplace practices, and creating a general wellness culture and a safe work environment. Reporting to the Associate Director, People & Culture (P&C), this position will be responsible for:

Employee Health and Wellness:

- Develop and maintain employee health and wellness programs well suited to an inclusive environment and a multicultural workforce
- Champion a psychologically safe workplace with trauma-informed workplace practices
- Develop and maintain a library of research and resources to support health and wellness programming

Leave and Accommodation Management:

- Day to day management of leaves of absence and the return to work program coordinating with early intervention and insurance providers in addition to employees and management
- Day to day management of temporary and permanent workplace accommodations coordinating with employees and management
- Develop and implement modified work programs and processes and return to work procedures to support day to day management
- Recommend and assist with implementation of improvements, new strategies, programs, policies and procedures

Occupational Health & Safety

- Ensure ISANS compliance with OH&S legislation to promote the health, safety, and well-being of employees in the workplace
- Interpret OH&S legislation, and provide advice and support to management and employees
- Develop and implement policy, procedure, and programs that ensure employee health and safety in all ISANS workplaces
- Lead ISANS' Joint Occupational Health and Safety Committee (JOHSC), ensuring legislative compliance and follow through on all required actions
- Review and update manuals for ISANS sites detailing safety processes and procedures, e.g. fire evacuation, lockdown, bomb threat, intruder, violence in the workplace, etc.
- Conduct investigation of work-related injuries/incidents and report results and recommendations to Associate Director, People and Culture. Produce quarterly report on incidents and remedial actions for review with Senior Leadership Team

Employee and Management Support and Development:

- Develop training programs as well as lead and / or coordinate training sessions as required in H&W, Leave and Accommodation or OH&S
- Coach and advise supervisors and managers in H&W, Leave and Accommodation or OH&S matters including general support, leaves and accommodations and OH&S practices
- Provide ongoing support for any H&W, Leave and Accommodation or OH&S questions, elevating issues to Manager and Director as appropriate

The ideal candidate for this position will have the following:

Education:

- Degree, diploma or post secondary courses in Human Resources, Occupational Health & Safety, Disability Management, or related field is required
- First Aid Certification
- Equivalent combination of education and experience will be accepted

Experience:

- 2+ years' experience in OH&S work is required
- 2+ years' experience in Leave and Accommodation management related work is as asset

- 2+ years' experience coordinating and training activities required
- Experience working in a cross-cultural, diverse environment is an asset

Knowledge:

- Strong working knowledge of OH&S legislation, industry standards and best practices
- Working knowledge of Leave and Accommodation management, industry standards and best practices
- Working knowledge of Employee Health and Wellness programs, industry standards and best practices

Skills:

- Project management abilities including both planning and implementation
- Theoretical and practical skills in the development and facilitation of training
- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills, including attention to detail
- Proficient with MS Office and other technological applications
- Additional languages an asset

Terms of Employment

- Fixed-term contract to March 31st, 2023, renewable pending funding confirmation
- Full-time, 35 hours per week
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

Commencement Date: ASAP

Closing Date: Tuesday February 1, 2022 at 4:00pm

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

Please note that ISANS requires Proof of Vaccination (POV), or an approved exemption, from all its employees in order to be part of the organization. If you need to request an exemption, it must be based on human rights grounds.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

We wish to thank all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.