



POSITION DESCRIPTION

POSITION TITLE: DISABILITY CASE COORDINATOR

DEPARTMENT: HUMAN RESOURCES

CLASSIFICATION:

UNION: OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO: MANAGER, OCCUPATIONAL SAFETY & HEALTH AND REGIONAL EDUCATION

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The position of Disability Case Coordinator focuses primarily on the overall coordination of the workplace activities associated with disability management. This includes the integration of disability management and workplace safety and health programs, wellness initiatives, claims management and accommodation policies and procedures. This position will involve working with management, unions, health care providers, WCB and other third party administrators on disability case coordination issues. The incumbent may also be involved in other functional areas of occupational safety and health and human resources management. The position of Disability Case Coordinator functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Contributes in the development, implementation, monitoring and evaluation of regional Disability Management Program.
- Works in collaboration with the Occupational Safety and Health team members on the development and implementation of the Safety and Health program.

- Support managers/ supervisors with ensuring they are obtaining necessary information as soon as reasonably possible after an employee is injured.
- Ensures organizational compliance with relevant legislation including Workplace Health and Safety Act, The Workers Compensation Act, and the Human Rights Code as it relates to “duty to accommodate”.
- Provides consultation, education and assistance throughout the region regarding disability management issues, questions and concerns.
- Consults with third party administrators, healthcare providers and other related professionals to manage disability claims and facilitate the earliest return to work.
- With the co-operation of supervisors, union and human resource representatives, healthcare providers and the employee, co-ordinates timely return to work plans and facilities work accommodations.
- Collaborates with key stakeholders and injured/ ill employees to identify available return to work options; identifies and recommends the most suitable option(s) based on the nature, type and extent of the injury or illness.
- Encourages manager/ supervisor in maintaining ongoing communication with injured/ ill employees; assist with ongoing communication with healthcare providers, union representatives, human resources and third party administrators as required.
- Retain relevant employee data using electronic filing system in a secure and confidential manner.
- Assist with the analysis of data to identify issues and trends relative to the reduction of illness and injury.
- Contributes to a culture of Client and Staff Safety.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER:

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Degree or diploma in Disability Management or a similar discipline.
- NIDMAR (National Institute Disability Management and Research) Certificate preferred.

REQUIRED KNOWLEDGE:

- Strong working knowledge of Workplace Safety and Health legislation, Workers Compensation policies and procedures, Human Rights legislation and legislation protecting the privacy and confidentiality of medical information.

EXPERIENCE REQUIRED:

- Experience in development, execution and monitoring of RTW/ Accommodations.
- Experience in a health care environment preferred.
- Demonstrated proficiency in computer systems and related software applications.

SKILLS/COMPETENCIES:

- Demonstrated case management skills.
 - Good organizational skills including an appreciation for administrative aspects of case management.
 - Demonstrated interpersonal, communication, leadership, and analytical skills.
 - Strong verbal and written communication skills.
 - Demonstrated ability to maintain positive interpersonal working relationships.
 - Ability to make independent decisions based on the knowledge of the requirements of the position.
 - Ability to work in team environment.
 - Ability to respect and promote confidentiality.
 - Valid drivers license and access to a vehicle.
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - May work occasional evenings and weekends as necessary.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.

- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: February 2015
Date

Revised: June 2019
Date

Approved by: Regional Manager/ Supervisor
Date

Approved by: Vice President/ CEO
Date

Reviewed by: Vice President, Human Resources
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.