



NIAGARA REGIONAL POLICE SERVICE

Civilian Career Opportunity

Position Title:	Manager, Member Health and Safety
Work Location:	On site at 5700 Valley Way, Niagara Falls
Association:	Senior Officers Association
Position # applied for:	E04/2023
Posting Date:	May 2, 2023
Closing Date:	May 23, 2023

Position Summary:

Reporting to the Manager, Human Resources, the Manager, Member Health and Safety will provide oversight, develop, implement, and support programs and services for Disability Management and Health and Safety.

Major Responsibilities:

- Directly supervise members of the Human Resources Unit assigned to functions related to Disability Management and Health & Safety.
- Assume the case management role for complex accommodation and/or return to work files, including management of complex occupational and non-occupational claims and appeals.
- Oversee WSIB and LTD appeals including participation at appeals, tribunals, mediations, and hearings as required.
- Support, provide guidance and advise all levels of supervision regarding attendance related challenges.
- Develop, deliver and/or coordinate the delivery of training and education to members on relevant health, safety, wellness, and attendance management topics.
- Provide training and education to support the Service's disability management, health & safety, and attendance management programs.
- Identify trends/patterns and develop strategies to promote health, safety, and wellness to support the Service's strategic plan.
- Maintain oversight, administration, and ongoing development of occupational and non-occupational accommodation and return to work processes.
- Provide support to the Executive Leadership Team in responding to public health or infection control issues of any magnitude.
- Provide oversight in the development and maintenance of medical surveillance programs including lead and radiation exposure, hearing conservation or any other area as needed or prescribed by legislation.
- Complete or coordinate the completion of physical and cognitive demands analyses to evaluate the demands of distinct positions within the Service for return to work and accommodation planning.
- Maintain medical records in compliance with applicable MFIPPA, PHIPA, and WSIB guidelines.
- Liaise directly with members/the medical health community regarding individual and corporate health, safety, and wellness issues/initiatives.
- Maintain records and support pre-employment assessment program(s) ensuring that assessments are relevant, timely and that any issues are addressed.
- Other related duties as assigned.

Job Specifications:

- A University Degree in Human Resources, Disability Management, Occupational Health and Safety, Nursing, or a related discipline.
- A designation in at least one of the following disciplines— NIDMAR (National Institute of Disability Management and Research), CDMP (Certified Disability Management Professional), CRTWC (Certified Return to Work Specialist), CHRP/CHRL (Certified Human Resources Professional/Leader), COHN(C) Certification in Occupational Health nursing.
- A minimum of 5 years' experience in a similar role within a unionized environment which includes at least 3 years in a supervisory capacity (or an equivalent combination of relevant education and experience).
- In-depth knowledge of relevant legislation including the Occupational Health & Safety Act, Employment Standards Act, Human Rights Code, AODA, MFIPPA, PHIPA.
- Proficiency in MS Office Suite including Word, Excel, Power Point and Outlook.
- Strong interpersonal, listening, written and verbal communication skills.
- Valid class "G" driver's license.

This is a permanent full-time opportunity with the Service with an annual salary starting at \$121,645.71.

How to Apply:

Qualified applicants are invited to submit a resume and cover letter via

<https://niagarapolice.formbuilder.ca/Human-Resources/Civilian-Application-Form>

We thank all applicants in advance for their interest. Only those candidates selected to proceed in the process will be contacted.

The Niagara Regional Police Service is an equal opportunity employer which values diversity in the workplace. We will provide accommodations for a disability in employment activities, in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. Please contact us at (905) 688-4111 Ext. 102-5129 or careers@niagarapolice.ca if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process.