



Central Okanagan Public Schools (School District No. 23), Kelowna BC, provides education services to over 23,000 students in the communities of Peachland, West Kelowna, Kelowna, Lake Country and the Regional District of Central Okanagan. We invite applications for the position of:

HEALTH AND SAFETY MANAGER – WORKSAFE INJURY MANAGEMENT

As an integral member of our Human Resources team, you will take a leadership role in the provision of Injury, Disability Management and Return to Work procedures for staff at 47 work locations. In addition, this position supervises the Claims Management Staff (currently 6 team members) who manage WorkSafeBC claims for 30 other partner School Districts in the Province. This position reports to the Director of Labour Relations.

Key Responsibilities:

This position is required to provide oversight of services, education, consultation and representation to districts in all matters related to WorkSafeBC. This may include injury reporting, program development, claim filing, return to work, cost control, objections to adverse WorkSafeBC decisions and appeals.

Other Duties and Responsibilities:

- Conduct and complete adjudication/claim reviews.
- Work collaboratively with employees, management, unions, and health care professionals to support the recovery and wellbeing of employees returning to work or remaining at work. This includes developing and coordinating suitable and timely return to work plans.
- Provide WorkSafeBC claims management services for our partner school districts in British Columbia, including managing partnership agreements.
- Represent any matters, as a representative of Central Okanagan Public Schools, to the Review Division or Workers Compensation Appeals Tribunal.
- Represent partner districts on WorkSafeBC Review Division reviews and at WCAT oral hearings.
- Liaise with WorkSafeBC Case Managers, Vocational Rehab Consultants, and Entitlement Officers.
- Organize the annual Claims Management conference.
- Understand WorkSafeBC Relief of Cost (ROC) process.
- Provide direction to and performance reviews of the Claims Management staff.
- Manage the web-based occupational injury database (IMaPS) and generate monthly and annual occupational injury reports for the Partner Districts.

The successful applicant will have:

- A level of education, training and/or experience equivalent to a bachelor's degree in a related field.
- A minimum of 7 years directly related experience in disability management and WorkSafeBC claims management.
- Experience with a unionized environment in a variety of different sized organizations.
- Expert knowledge in WorkSafeBC policy and practice.
- Excellent interpersonal and communication skills including verbal, written and presentation skills.
- Evidence for strategic problem solving, decision making and mediation.
- A commitment to service.
- Demonstrated ability to mentor and engage others to ensure success in the workplace.
- Demonstrated ability to work as an effective member of a team as well as work independently.

This is an exempt position with a salary range of \$82,750 to \$103,438 plus benefits package, including participation in a defined benefit pension plan.

The successful applicant will be filling a vacancy created by a retirement.



**Central Okanagan
Public Schools**
Together We Learn

Qualified candidates are invited to apply online complete with cover letter, resume, proof of qualifications and 3 professional references by 4:00 p.m. PST on Monday, September 28, 2020 at <https://bit.ly/2RaG1Qc>