

CITY OF HAMILTON

CITY MANAGER'S OFFICE

(HUMAN RESOURCES DIVISION - HEALTH, SAFETY & WELLNESS – LOCATION – 120 KING ST. W., 9th FLOOR)

OCCUPATIONAL HEALTH NURSE

SUMMARY OF DUTIES

Reporting to the Manager, Health, Safety & Wellness, the Occupational Health Nurse is responsible for developing and maintaining a comprehensive employee health program including employee health surveillance protocols (e.g., respiratory fit-testing health screening, audiometric testing), co-ordinating access to disability and rehabilitative services, providing occupational health consultation on LTD/STD/WSIB absences and return-to-work issues and advising on health, safety and wellness issues, policies and programs.

GENERAL DUTIES

Responsible for the development and implementation of occupational health-related policies, procedures, protocols by establishing effective metrics and reporting.

Develops workplace communicable disease and infection control guidelines and programs, e.g., long-term care facilities, day care sites, pandemic influenza, respiratory illness outbreaks.

Establishes and maintains employee medical surveillance programming according to legislative and corporate needs, e.g., designated substance regulations, audiometric testing, and respiratory fit-testing.

Collaborates with physicians and other community health-care professionals in order to facilitate employee referrals for appropriate follow-up for STD, LTD or WSIB claims.

Develops and delivers formal and informal training on occupational health issues.

Manages relationships with third party medical and rehabilitative service providers ensuring adherence to effective performance standards, cost control and contractual agreements.

Makes recommendations on the selection of vendors and service providers related to disability management and occupational health. Identifies, establishes and co-ordinates employment-related medical assessments and services provided by community health facilities.

Conducts regular file reviews with Return to Work/Work Accommodation Specialists to ensure success in achieving early, safe return to work and appropriate follow-up action.

Participates in multidisciplinary meetings to establish short term and long term RTW plans for complex claims including management, union and HR staff.

Provides consultation services to the Occupational Health Exposure Program for fire fighters.

Provides guidance on post offer/pre-placement medical assessments and physical/cognitive job demands analysis.

Provides expert advice to Human Resources staff on occupational health best practices and emerging issues/trends. Acts as a resource in employee complex health/disability management related matters to ensure due diligence.

Maintains practices for the retention of confidential employee health records and other administrative methods and procedures according to MFIPPA, PHIPA or other legislation.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. A Registered Nurse licensed to practice in Ontario with a recognized certificate in Occupational Health Nursing. Good standing with Ontario Occupational Health Nurse Association (OOHNA) is an asset.
2. Extensive proven knowledge of the theories and principles related to occupational health acquired through education in occupational health nursing and related job experience that has resulted in significant successful disability management performance.
3. Current knowledge of psychological and physical interventions/treatments, rehabilitative and therapeutic techniques and technology.
4. Ability to think strategically and develop innovative and creative approaches to solve complex issues.
5. Established track record of creating positive change in an organization, in Health and Safety, WSIB and return-to-work programs.
6. Ability to work as a member of a multi-disciplinary team to provide guidance others and ability to handle confidential matters discretely and effectively.
7. Desire to increase knowledge of all aspects of a diverse and complex organization by building strong alliances with all stakeholders in all areas of their changing business including employees, unions, managers/supervisors and senior managers.
8. Demonstrated knowledge of and experience in occupational health, disability management and Human Resources processes in a large unionized environment. Working knowledge of Parklane or similar software system is required.
9. Knowledge of income protection plans such as STD, LTD and WSIB.
10. Highly-developed research, reasoning, analytical and problem solving skills to create effective solutions to complex challenges and provide progress reports to Senior Management and other stakeholders.
11. Ability to develop presentations and to deliver in house training.
12. Knowledge of relevant collective agreements, corporate policies and procedures, employment and privacy legislation and regulations, including the Ontario Human Rights Code, Occupational Health and Safety Act, Workplace Safety and Insurance Act, MFIPPA, and PHIPA.
13. Flexibility and workload management skills to effectively respond in a quick turnaround environment.
14. Professional, well-developed and highly effective written, verbal and interpersonal skills.
15. Superior organization and time management skills.
16. Excellent interpersonal skills and ability to effectively interact with all levels of staff in the City and community-based agencies.