

EXTERNAL VACANCY

Applications are invited from qualified individuals to fill the following position:

**One (1) Permanent Full-Time Return-to-Work Specialist
Human Resources**

**Salary: \$36.10 (Min) - \$45.14 (Max)
NBRHC – NORTH BAY**

Reporting to the Manager of Employee and Labour Relations, the Return-to-work Specialist is responsible for the management of occupational and non-occupational disability claims for the organization. The primary focus of the position is to facilitate early and safe return to work, initiate modified work plans and accommodations for disability related absences. The Return-to-Work Specialist is responsible for ensuring all legislative, Hospital of Ontario Disability Income Plan (HOODIP), and Disability Management best practices are met and maintained.

In addition, the Return-to-Work Specialist is responsible for the administration of the Attendance Support Program including evaluating and identifying areas for attendance improvement within the organization. The Return-to-Work Specialist is responsible for monitoring employee absence statistics and provides support, advice, and guidance to management with respect to attendance matters.

The successful candidate will possess the following required qualifications:

- Degree in Human Resources, Business or Public Administration or an equivalent combination of education and experience
- Three to five years recent Disability/WSIB Disability claims management experience
- Able to demonstrate extensive knowledge of applicable legislation that affects an organization from an employment perspective, such as, Employment Standards Act, Occupational Health and Safety Act, WSIB Act and Regulations, Accessibility Act, Human Rights Code, etc.
- Experience working within in a unionized environment is preferred
- Experience in supporting multidisciplinary teams and knowledge of Ontario's health care systems preferred
- Demonstrated flexibility, organizational and time management skills in a high pressure environment
- Excellent conflict resolution and mediation skills is required
- Strong computer skills including proficiency using database management & report generation systems, Meditech, Word, Excel
- Working knowledge of the Parklane database system is an asset
- Demonstrated ability to determine level of urgency, risk, and find opportunity for improvement
- Demonstrated ability to build trusting relationships and influence others to a course of action and resolution
- Excellent verbal and written communication and presentation skills with strong attention to detail
- Must demonstrate commitment to ensure safety, the safety of fellow workers, patients, volunteers, and visitors
- Must support and contribute to a culture of safety and prevention of adverse health events in this organization
- Good attendance and work record required
- Bilingualism (English/French) is an asset

Criminal Reference Check including the Vulnerable Sector Check recent within six (6) months is a requirement

Interested candidates are asked to submit their cover letter and resume to:

careers@nbrhc.on.ca quoting file **NU HR-24-012**

The posting will remain open until the positions are filled.

Please note these postings are subject to change without notice. An acknowledgement will be sent only to those candidates who will be interviewed.

THE ORGANIZATION

North Bay Regional Health Centre (NBRHC) is a unique health care organization with three primary roles: providing acute care services to North Bay and its surrounding communities, functioning as the district referral centre providing specialist services for smaller communities in the area, and it's the specialized mental health service provider serving all of northeast Ontario. At more than 400 beds, our state-of-the-art regional health centre has over 150 physicians, 2300 employees and 250 volunteers.

For more information about the NBRHC, visit www.nbrhc.on.ca

THE COMMUNITY

North Bay is located 3.5 hours north of Toronto, just north of the district of Muskoka, and 3.5 hours west of Ottawa. With a population of 54,000 and a catchment area of 180,000, it is a safe and welcoming community that offers a healthy and balanced environment for working, living and raising a family. North Bay is situated on the shores of two large lakes (Lake Nipissing and Trout Lake) and boasts beautiful scenery and four distinct seasons. Whatever your interests are, you will have access to numerous activities and amenities within minutes

from your home—reclaim your work-life balance and join us!

To see more of beautiful North Bay and learn about our lifestyle, visit www.northbay.ca

NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.

The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.

North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.

We are an equal opportunity employer. We thank all applicants for their interest.