

OCCUPATIONAL HEALTH NURSE

DEPARTMENT:	HUMAN RESOURCES
REPORTS TO:	MANAGER, HUMAN RESOURCES
STATUS:	PERMANENT PART-TIME
SHIFT:	DAY SHIFT
COMPENSATION:	COMMENSURATE WITH EXPERIENCE
UNION:	NON-UNION
AVAILABLE TO:	INTERNAL & EXTERNAL CANDIDATES
DATE POSTED:	December 13, 2023

POSITION DESCRIPTION:

The Occupational Health Nurse is responsible for managing the Occupational Health Program at Haliburton Highlands Health Services (HHHS). This role will assist employees in developing and maintaining a high level of physical, mental, and social well-being in order to promote optimal work performance and quality of work life.

- Thoroughly investigates, documents, and follows up on employee incidents, injuries, and illnesses, with the goal of reducing the risks of future occurrences. Assists in identifying workplace hazards and reasonable controls for same.
- Receives and interprets medical information of employees for both workplace and non-workplace injuries / illnesses.
- Reports workplace injuries / illnesses to WSIB.
- Organizes and administers rounds of immunizations, such as influenza and other relevant vaccines. Manages records relating to employee immunizations. Ensures immunizations are current at the time of hire. Recommends action for non-compliance.
- Manages the return to work program from start to completion, including: the creation of modified work plans in consultation with the employee, manager and union, the implementation of accommodation plans, and the follow-up and collection of new / updated information.
- Works with external partners such as WSIB, 3rd party claims managers, medical assessors, and others as necessary.
- Collaborates closely with Managers and Infection Control with regards to communicable and outbreak-related illnesses, employee immunization records, safety best practices, and other relevant matters.
- Conducts and documents analysis of physical demands for various hospital roles.
- Provides education and advice on Occupational Health best practices and employee wellness, with the goal of ensuring safe, efficient, and high quality patient/resident care.
- Serves as a subject matter expert on Occupational Health for legislative, policy & procedure, quality & risk assessment, and other purposes.
- Reports on Occupational Health activities and metrics to various committees (e.g.: JHSC) and stakeholders.

QUALIFICATIONS:

- Health care professional currently registered with CNO
- Minimum 3 years of experience in a similar position, within a Hospital and/or Long-Term care
- BScN preferred
- JHSC Certified or willing to obtain
- Certificate or Diploma in Occupational Health, or willing to obtain
- Experience and exposure to managing a Return to Work program from start to completion

- Demonstrated knowledge of the Occupational Health and Safety Act and relevant regulations, WHMIS, WSIB, and benefits entitlements (STD, LTD, EI)
- Working knowledge of computer word processing, databases, patient and lab information systems
- Ability to interpret lab results and have an understanding of statistical analysis
- Demonstrated knowledge in hazard identification/assessment and Communicable disease Surveillance Protocols
- Demonstrated knowledge of ergonomics and safe work practices
- Familiarity with ACLS and BCLS training standards. BCLS certified is preferred

SUBMIT APPLICATION AND RESUME TO:

**Human Resources
Haliburton Highlands Health Services
Box 115, Haliburton, ON K0M 1S0
E-mail: hr@hhhs.ca
Fax: 705-457-4609
2023-109**

PLEASE QUOTE JOB NUMBER:

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.