



**VISION:**

A city that inspires

**MISSION:**

Working together to enhance the quality of life for all residents

**VALUES:**

Sustainability,  
Inclusivity, Innovation,  
Accountability,  
Excellence,  
Bilingualism

## HEALTH AND WELLNESS SPECIALIST

Human Resources – Job # P1104A

**CLOSING DATE: NOON – MARCH 22, 2023**

**JOB SUMMARY:**

This position will lead and implement the City's programs in the areas of occupational health and wellness. This position provides expertise in designing health and wellness programs to reduce illness or injury in the workplace and promote an overall healthier work environment. This position is responsible for disability case management, stay-at-work and early return-to-work programs. This position is responsible for developing and leading the City of Moncton's wellness initiatives.

Teamwork with other Human Resources staff, department directors, employees, health and safety professionals, insurance companies, government agencies and union executives is key to this position.

This position reports to the Manager of Labour Relations.

**APPLYING FOR THIS POSITION:**

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at [www.moncton.ca/careers](http://www.moncton.ca/careers). We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit [www.moncton.ca/careers](http://www.moncton.ca/careers) for information on the hiring and application process at the City of Moncton.

**WORKING AT THE CITY OF MONCTON:**

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This is a non-unionized position.

The City of Moncton offers an attractive salary and benefits package.

[City of Moncton Salary and Wage Scale](#)

**EDUCATION:**

- Post-secondary education in a field related to Disability Management, Human Resources, Health and Safety or another related discipline.

**EXPERIENCE:**

- Must have a minimum of five (5) years progressive experience related to employee and workplace safety and disability management preferably in a unionized environment.
- Must have experience in coordinating employee health and wellness programs and return-to-work programs.
- Experience in consulting and advising Joint Health & Safety Committees is considered an asset.
- Experience in project management and managing safety compliance audits would be considered an asset.
- Must have experience in policy, and program development and implementation.
- Previous experience supervising staff is preferred.

**LANGUAGE:**

- English essential. The ability to function in French is an asset.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of the Occupational Health and Safety Act, S.N.B. and the administration thereof.
- Thorough knowledge of disability management and medical accommodations and associated legislation and programs.
- Working knowledge of applicable safety legislation, regulations and safety standards is required.
- The incumbent must have strong interpersonal skills with facilitating, coaching, motivating, analytical skills and be highly motivated with respect to implementing change.
- Must have the ability to plan and organize effectively with minimal supervision.
- Must have the ability to work in a team environment.
- Extensive knowledge of Microsoft Office programs, such as Word, Excel, Power Point and Outlook. Knowledge of Windows applications such as Internet/Intranet.
- Must be able to compile analytics/metrics in a manner easily understood.

**OTHER:**

- Must have a valid driver's license and a reliable vehicle.

**CONTACT:**

- This position has frequent contact with senior managers of the Corporation and employees at all levels in the organization
- The work requires high mental demand and must be completed with minimal supervision.
- The incumbent must have a high level of tact and persuasion when dealing with people inside and outside the corporation.

**SUPERVISION:**

- Will be required to supervise field safety staff as required.

**CONDITIONS OF WORK:**

- The working conditions for this position are as outlined in the City of Moncton policy manual for non-scheduled employees.
- The incumbent will occasionally be required to work outside the normal work hours in order to meet scheduled deadlines or emergency situations.
- The incumbent is required to use their personal vehicle to carry out the various functions of their job within the City of Moncton. Mileage is reimbursed through an expense claim.
- The incumbent will be dealing with information of a highly confidential nature.
- It will be necessary to provide guidance and advice in the resolution of problems as they relate to various job functions.
- Must exercise a high degree of initiative, judgment and discretion.