

Township of Langley

Job Title:	Health and Safety Advisor
Competition Number:	24-E019
Employment Type:	Regular Full-Time
Pay Rate:	\$54.41 - \$61.20 per hour (four steps, 2024 rates), plus benefits
Hours of Work:	37.5 hours per week; Monday to Friday, 8:00am – 4:30pm
Competition Opening Date:	August 26, 2024
Competition Internal Closing Date:	September 6, 2024
Competition External Closing Date:	September 15, 2024

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Health and Safety Advisor** to join our team of professionals in the Human Resources Division. Reporting to the Manager, Health and Safety, this Exempt position will be involved in disability case management related to both occupational and non-occupational injuries and illnesses for the municipality. This position will appeal to a fast paced, detail-oriented, well-organized, and compassionate individual dedicated to supporting workers through their injury management process.

Responsibilities

- Develop, coordinate, and monitor return to work plans including necessary accommodations in consultation with affected departments and health care professionals
- Obtains and manages confidential employee information and determines appropriate medical and disability accommodations; liaises with health care and insurance providers and assists employees and their managers with attendance management programs
- Provides advice and resources to managers and supervisors on RTW programs and stay at work initiatives, while establishing appropriate modified and alternate duties
- Acts as internal consultant providing guidance and assistance to staff and management on occupational and non-occupational injury and/or illness
- Maintains confidential files while managing claims
- Provides advice and guidance on safety related matters to maintain compliance to WorkSafeBC regulations and related legislation

Qualifications

- A post-secondary degree or diploma related to Human Resources, Rehabilitation, Disability Management, or Health and Safety, or an equivalent combination of education, training and experience
- Minimum of 3 years related experience working in large or complex, unionized settings
- Certified Disability Management Professional (CDMP), Certified Return to Work Coordinator (CRTWC) or Canadian Registered Safety Professional (CRSP) designation is desirable
- Ability to communicate sensitively and exercise professional judgement when interacting with workers, managers, and regulators throughout the disability management process
- Intermediate skills related to the Microsoft Office suite, Human Resources Information Systems, WorkSafeBC Online Portal, and other computer-based programs

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your Personal Driving Record, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver. Factor Report **will not** be accepted.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.