

Health, Safety and Workplace Wellness Specialist

DEPARTMENT:	Human Resources	STATUS:	Regular Full Time
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$89,009 to \$98,166 annually (2024 rates) + comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The City has an exciting opportunity for a Specialist, Health, Safety and Workplace Wellness to support employee health, wellness and engagement by coordinating return-to-work programs, managing disability claims, and collaborating with internal and external partners to ensure timely, safe and effective workplace accommodations. Reporting to the Manager, Health and Safety, your duties will include contributing to wellness and safety initiatives by analyzing data, supporting policy development and delivering programs aligned with the legislative requirements and organizational priorities.

KEY RESPONSIBILITIES:

- Supports employee engagement by facilitating timely, safe, and productive return to work, stay-at-work, and workplace accommodation plans. Monitors and recommends adjustments as needed.
- Oversees contracts and collaborates with an external third party for WorkSafeBC (WSBC) claims management, including leading the Request for Proposal (RFP) process.
- Acts as a key contact for non-occupational claims in partnership with human resources colleagues and/or external third party partners.
- Coordinates Long Term Total Disability (LTTD) applications and waiver of Life Insurance Premiums for eligible employees.
- Maintains confidentiality of sensitive and private medical documentation and related information in accordance with Privacy legislation.
- Collaborates with human resources colleagues to provide information and education to leaders, employees, and unions on attendance and ability management, duty to accommodate, and legislative responsibilities.
- Prepares written communication with health service providers to clarify employee functional capabilities and obtain prognosis to support accommodation planning.
- Engages appropriate third-party providers to support health, safety, and ability management processes.
- Investigates workplace incidents and/or supports leaders in conducting investigations, processes claims, completes required WSBC forms, and prepares related reports and recommendations.
- Researches, compiles, and analyzes data and case documentation; prepares reports, metrics, and costing in support of operational and compliance requirements.
- Analyzes data to support the implementation of preventative measures and proactive workplace wellness strategies that promote employee health and engagement.
- Coordinates initiatives and services in collaboration with Employee Family and Assistance Program (EFAP), such as educational workshops, employee support resources, etc.
- Researches, assists in developing, and coordinates the delivery of health and safety training and programs aligned with organizational priorities and contribute to a culture of safety and compliance..
- Assists in developing and implementing policies and procedures to ensure safe operations and compliance with the *Worker’s Compensation Act*, WSBC regulations, human rights legislation and best practices.
- Prepares and maintains records, reports, and case documentation, including those required for grievances, arbitration, and human rights claims.
- Participates on internal and external committees and working groups related to wellness, ability management, and health and safety, including the City Hall Health and Safety Committee.
- Ability to successfully pass and maintain a clear Police Information Check.

WHAT YOU BRING:

Education & Experience

- Diploma in disability management or a Bachelor’s degree in Human Resources with specialized training in disability management or post-secondary degree, diploma or certificate in Occupational Health and Safety plus sound experience in the areas of health, safety and wellness, prevention and disability management processes and programs in a multi-unionized environment. Certification as a Disability Management Professional (CDMP) or Return to Work Coordinator (CRWC). An equivalent combination of related education, certification and experience may be considered.
- Knowledge of and the ability to interpret applicable policies, procedures and collective agreements and/or various related legislation (i.e., *Workers’ Compensation Act*, *WorkSafeBC Regulations*, *Human Rights Code*, privacy legislation).
- Chartered Professional of Human Resources is an asset.

- Canadian Registered Safety Professional (CRSP) is an asset.

Knowledge & Skills

- Sound experience in the development and administration of disability claims and case management, and employee medical accommodation programs.
- Sound knowledge of the practices and techniques related to disability management, duty to accommodate and return to work practices.
- Proficient in MS Office and related technologies such as HR information systems.
- Emotional de-escalation skills, negotiation and influence skills, and demonstrated positive resiliency strategies.
- Strong interpersonal and customer service skills, and ability to build and maintain effective working relationships with internal and external contacts.
- Effective oral and written communication skills and ability to communicate complex and sensitive information to all levels of staff.
- Exceptional decision making, judgement, analytical and problem solving skills.
- Outstanding time management, planning, organization, and coordination skills and an aptitude for detail and accuracy.
- Ability to work independently and to contribute effectively in a team environment.

WHAT WE OFFER:

- **Work-life balance** – 37.5 hour work week including a hybrid of remote and in-office days, vacation, secondary leave, and an optional compressed day off program
- **Health and wellness** – comprehensive benefits, plus other wellness-focused programs and benefits such as public transit subsidy, access to secured bike parking and subsidized recreational facility programs. At City Hall, there is access to an employee fitness centre and full-service cafeteria
- **Retirement benefits** – including municipal pension plan
- **Career development** – ongoing learning, leadership development, and education development program

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment

This competition will remain open until the position is filled.

An eligibility list may be established to fill future full-time, part-time, temporary, and/or auxiliary positions for the next six months.

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*