

MANAGEMENT SUPERVISOR, HEALTH AND WELLNESS

TA/Full Time Employment Opportunity

Reporting to Director, Employee Relations, Safety and Wellness, the Management Supervisor, Health and Wellness is responsible for managing the corporate disability management programs and occupational health and wellness services while ensuring alignment with Manitoba Liquor and Lotteries (MBLL) strategic initiatives and core values. The incumbent provides strategic and operational leadership in the development, continuous improvement, assessment, execution, communication, and implementation of corporate disability management and occupational health and wellness services. This position ensures timely operation and that the program operates in accordance with policies, practices, contracts, legislation, and collective agreements, while maintaining a strong focus on service, employee engagement, process improvement and risk mitigation.

Duties:

- Manage and oversee activities for occupational and non-occupational injury and illness, often involving situations of a complex nature and/or cases requiring multi-stakeholder/departments discussions.
- Oversee the development, delivery, and implementation of corporate initiatives, programs, and services and provide expertise, guidance, consistency and coaching to all levels of staff and management in the areas of supportive employment services, disability management, safety, occupational health, and overall employee wellness.
- Ensure program, services, and activities are managed in accordance with legislation, Collective Agreements, contracts, and are in the best interest of the organization.
- Work collaboratively with plan members, plan sponsors, health care practitioners, all levels of management, unions, and other stakeholders to obtain information, provide claim status, create action plans, and provide verbal and written decisions while maintaining confidentiality and privacy.
- Consult with and assist management and employees with job accommodation. Determine work suitability for timely return to work.
- Maintain communication with stakeholders and assist in returning employees to their pre-accident position.
- Collaborate with recruitment regarding vacancies and work suitability for job accommodations.
- Provide medical interpretation of physicians' instructions to management and employees which may include direct communication with treating physicians.
- Integrate preventative and proactive return to work practices, to reduce the length of time employees are away from work without hindering the services provided.
- In conjunction with Safety & Health staff, perform analysis of injury trends, recommend injury prevention strategies, and work to determine underlying causes.
- Perform trend analysis on non-occupational illness, based on relevant insurer and benefits utilization, and recommend mitigation strategies.
- Review files and provide preparatory support in employee claims, appeals, grievances or arbitrations.
- Examine claims and determine if further action is required, including recommendation for appeal.
- Collect, review, and analyze data around current/forecasted costs/expenses (i.e., Workers' Compensation Board (WCB), medical expenses) and statistics related to health and occupational wellness.
- Identify and address systematic barriers by applying creative and innovative thinking to problem solving.
- Ensure service level requirements are met and identify changes/organizational gaps which will reduce costs/expenses and ensure fiscally responsible decisions/changes are being made.
- Oversee and manage when required, critical incidents/accidents and other significant events in cooperation with the Safety, Labour Relations, and HR, etc.
- Provide expertise in a wide range of complex disability and WCB claims/accommodation cases and workplace safety and health practices and processes.
- Performs other duties as assigned.

Primary Qualifications:

- A degree or diploma in one of the following disciplines: Occupational Health Nursing, Occupational Therapy, Occupational Health and Safety, Public Health or Rehabilitative Case Management.
- A minimum of five years' experience in occupational health and safety, program development and/or case management with a minimum of 3 years' supervisory/leadership experience.
- Demonstrated leadership experience with the ability to analyze and solve problems independently using good judgement, strong leadership and organizational skills, adoption of best practices, strong initiative and ability as a self-starter, excellent human resource management and labour relations skills.
- Experience with interpreting medical documentation and application for return-to-work planning.
- Working knowledge of applicable Manitoba legislation.
- Thorough knowledge of Manitoba Liquor & Lotteries collective agreements, employee benefits and policies & procedures is preferred.
- Proficiency in Microsoft 365 (Word, Excel, PowerPoint, Outlook, OneDrive, and Teams).
- Experience in financial management which includes planning, forecasting, budgeting, and monitoring of expenditures.
- Excellent written and verbal communication skills, and the ability to facilitate meetings and effectively handle sensitive discussions with tact and diplomacy.
- Have and maintain a valid Manitoba Class 5 driver's license.
- Continuous learning is required to stay current which changes in the industry (Health & Safety legislation, Human Rights Law, PHIA, FIPPA, Reasonable Accommodation, Employment Standards, and Labour Law) and current and emerging practices and standards.

Secondary Qualifications:

- Bilingual (French/English) language skills is an asset.

****Testing may form part of the screening/selection process. Employment Equity will be a factor in the recruitment process. Circumstances may arise where the bulletin may need to be withdrawn or the number of positions may need to be increased.*

Salary: \$35.23-\$46.71 (under review)
Bargaining Unit: EXEMPT
Location: Buffalo Place

Individuals should apply by completing our online application form at www.mbll.ca/jobs or by submitting a resume and application to careers@mbll.ca

All applications are due by February 1, 2023.

We thank all interested applicants, however, only those selected for interviews will be contacted.

Posted: January 25, 2023