



Title: Employee Wellness & Accommodation Advisor

Location: Kelowna, BC or Surrey, BC

Job Summary:

Reporting to the Senior Manager, Employee Relations, this position is responsible for the planning, development, implementation and monitoring of company-wide total wellbeing initiatives and accommodation programs.

Key Accountabilities:

- Develops programs that create awareness, motivation and provides tools to employees that help them adapt and maintain a well rounded healthy lifestyle and improves the health and wellness of employees, identify risks, increase morale and retention, and decrease absenteeism.
- Collaborate with short and long term disability providers, WSBC, union representatives, managers/supervisors and Human Resource Business Partners to co-ordinate return to work provisions including modified work schedules, workplace accommodation including determining changes to assigned duties, determination of light duties and transitional work opportunities.
- Identify sustainable accommodation opportunities that integrate employees back into the workplace in meaningful and productive employment.
- Collaborate with the Employee Relations to foster safe and effective return to work plans.
- Make recommendations to the Employer on the accommodation issues as required.
- Maintain confidentiality, accuracy and integrity in the collection, processing and maintenance of disability information in accordance with company policies
- Prepare and maintain disability management statistical information; run system reports, prepare and format charts, spreadsheets and presentations

Education and Experience:

- Bachelor's degree or diploma in Human Resources Management or Health Sciences from a recognized program plus 5-7 years' recent, related experience or an equivalent combination of education, training and experience.
- Disability Management Professional (CDMP) or Return to Work Coordinator (CRWC) certification an asset.
- Experience working in a unionized environment

Technical Competencies (Role Specific):

- Knowledge and/or understanding of disability management procedures
- Demonstrated ability to exercise judgement, tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature
- Demonstrated ability to communicate effectively both verbally and in writing
- Demonstrated ability to apply time management skills to prioritize and complete assignments within demanding work schedules
- Demonstrated ability to research, compile and analyse information
- Demonstrated ability to work both independently and as part of a team
- Demonstrated ability to investigate and resolve problems
- Computer skills – knowledge of SAP and advanced knowledge of Excel