

**Wellness & Absence Management Coordinator**  
**Corporate & Legislative Services/Human Resources**  
**File #19-P-03**

**Job Details**

Develops, implements and administers occupational health, and wellness policies, procedures, training, budgets and programs (Return to Work (RTW) and Attendance Awareness (AAP)) to ensure that health measures are implemented and maintained throughout the City. Educates and provides on-going analysis to all stakeholders within the City to raise attention to costs/trends and opportunities for improvement in the areas of occupational health and wellness. Develops partnerships with external agencies and organizations committed to employee health and wellness. Develops processes to ensure cost savings related to the use of sick time and WSIB. Keeps abreast of changes to legislation, trends and best practices in order to revise/develop City programs as required.

**Qualifications**

Requires a post secondary degree in behavioural or health sciences or equivalent educational background and 4 years related experience in: developing and coordinating wellness; attendance management; return to work; disability management and employee assistance programs. Occupational Health Nurse with COHN(C) preferred. Must have demonstrated knowledge of and experience working with the Workplace Safety & Insurance Board/Act, Human Rights Acts, current occupational health issues, change, conflict, project evaluation and performance management systems, ergonomic design and the principles of vocational rehabilitation, principles of adult learning; must be able to self manage priorities and workload, prepare statistical analysis and have excellent oral, written, formal presentation and advanced computer skills. Demonstrated expertise and experience with return to work, modified work, attendance and accommodation programs. Very strong decision making and problem solving skills. Excellent interpersonal skills. Previous experience working in a union environment is preferred.

**Salary**

\$93,342.00-\$102,029.00

**Application Information**

Qualified applicants are invited to submit a résumé and cover letter, quoting file number, no later than 12:00 p.m. on **Wednesday, January 23, 2019**, to:

City of Peterborough, Human Resources Division, City Hall, 500 George Street North, Peterborough, Ontario K9H 3R9. Fax: (705) 742-7021 [hr@peterborough.ca](mailto:hr@peterborough.ca)

The City of Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the City's goods, services and facilities. If contacted for an employment opportunity, please advise Human Resources if you require an accommodation.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted.