



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/03

## Occupational Health And Wellness Associate

<b>Job ID</b>	<b>BE-C7-26-04-70-74</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=BE-C7-26-04-70-74">https://careers.indigenous.link/viewjob?jobname=BE-C7-26-04-70-74</a>	
<b>Company</b>	University Of Guelph	
<b>Location</b>	Guelph, Ontario	
<b>Date Posted</b>	From: 2023-03-06	To: 2023-04-05
<b>Job</b>	Type: Full-time	Category: Health Care
<b>Languages</b>	N/a	

### Description

Temporary, full-time opportunity (April 2023 - April 2024) - Guelph, ON

This is an exceptional opportunity for an experienced and knowledgeable professional to be part of the Human Resources team at the University of Guelph that is playing a vital role in improving life for all members of our community - from students and employees to contractors, visitors and the public.

Reporting to the Director of Occupational Health & Wellness (OHW), you will provide consistent, high-quality administrative support to the Director and the Occupational Health & Wellness department, and act as a back-up to the Assistant to the Director, Health, Safety & Wellness when required. As an OHW Associate, you will be responsible for the overall administration and facilitation of the incident management process for the University of Guelph community (employees, students, contractors, visitors and members of the public) on the main Guelph campus, the regional campus and the research stations.

This role calls for someone who has a high degree of knowledge in working with a health management database, preferably Parklane, and is highly competent in matters pertaining to reporting of incidents to the Workplace Safety and Insurance Board (WSIB). As this professional, you are well equipped to provide support and assistance in the department's health management processes (short-term disability, long-term disability, accommodation, return to work, occupational health medical surveillance and ergonomics) as well as compile data from various sources for related reports and metrics. Additionally, you will be responsible for the collection of accurate, timely reporting of OHW requirements to the Ministry of Colleges and Universities for Students in Unpaid Placements.

Among other priorities as an Occupational Health and Wellness Associate, you will be expected to:

- take the lead to ensure that various OHW databases such as Parklane and systems for short-term disability (STD) and long-term disability (LTD) are maintained and updated, including any software updates, records/files are consistent and user inquiries are resolved in a timely manner;
- assist in the coordination of various clinics and wellness initiatives;
- act as the department web administrator, with responsibility for ensuring that the OHW website is kept current according to the ongoing activities of the department, and that policies, programs and procedures are updated while ensuring Accessibility for Ontarians with Disabilities Act (AODA) compliance.

Your strengths as a communicator will prove invaluable as this position involves interacting with various external stakeholders, including the Workplace Safety and Insurance Board (WSIB), the University Long-Term Disability provider, the University Employee and Family Assistance Program (EFAP) Provider and the Ministry of Colleges and Universities.

### QUALIFICATIONS

To fulfill the role of Occupational Health and Wellness Associate, you must be tactful, professional, diplomatic and able to maintain a high level of confidentiality with regards to sensitive matters, and meet the following criteria:

- A two (2)-year community college diploma in the Human Resources field or a related discipline combined with several years of relevant experience, or an equivalent combination of education and experience;
- Strong working knowledge of WSIB;
- Experience with health claim management;
- Demonstrated ability to maintain confidentiality of information related to privileged correspondence, including, but not limited to, medical records and medical notes;

- Proficiency using the suite of Microsoft Office software, Excel, PowerPoint and Adobe documents, in addition to experience using web publishing software and databases;
- Knowledge of the Parklane System (preferred);
- A rigorously accurate and detail-oriented approach;
- Demonstrated ability to efficiently and effectively manage information and a high volume of work;
- Effective written and oral communication skills;
- Outstanding interpersonal and relationship-building skills and ability to employ tact and diplomacy when dealing with sensitive situations;
- Ability to work well both independently and as part of a team, with minimal supervision;
- Ability to manage multiple priorities with competing and compressed timelines, leveraging good prioritization and problem-solving skills.

**ASSET:**

- A background in the maintenance of medical records and files.

The University of Guelph ([www.uoguelph.ca](http://www.uoguelph.ca)) is one of Canada's leading research-intensive comprehensive institutions, with a record of outstanding scholarship in the arts, humanities, social sciences, life sciences, physical and engineering sciences, agriculture and veterinary sciences. This is your chance to join us in our endeavour to improve life.

**How to Apply**

Click "Apply Now"

To view a detailed posting for the role of Occupational Health and Wellness Associate, including application instructions, please go to our website at [www.uoguelph.ca/hr/careers](http://www.uoguelph.ca/hr/careers). Applications, quoting Hiring #2022-0104, must be sent to: [careers@uoguelph.ca](mailto:careers@uoguelph.ca).

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.