MICs Group of Health Services

JOB DESCRIPTION

Department:	Human Resources	**Position:**	Employee Health & Wellness Lead
Date:	February 4, 2014	**Classification:**	Non-Union
Revised:	October 30, 2026	**Facility:**	MICs

GENERAL ACCOUNTABILITIES

The MICs Employee Health and Wellness Lead works as part of a multi-disciplinary human resources team to promote a safe, healthy, and supportive work environment. The role focuses on attendance support, disability management, return-to-work coordination, health education, and wellness promotion while maintaining strict medical confidentiality. The Employee Health & Wellness Lead is responsible to develop, administer, and implement comprehensive and effective employee health/wellness programs across the MICs organization.

NATURE AND SCOPE

The MICs Employee Health and Wellness Lead is a full-time, non-union position reporting to the MICs Chief Human Resources Officer. Specific accountabilities include: 1) Employee Health; 2) Return-to-Work and Disability Management; 3) Employee Wellness & Health Promotion; 4) Administrative Duties; 5) Health & Safety; and 6) Patient/Resident Safety for Team Members.

SPECIFIC ACCOUNTABILITIES

1) Employee Health

- Coordinate pre-employment health assessments, immunizations, TB skin testing, vaccination campaigns, and symptom screening.
- Maintain accurate, confidential employee health records and immunization databases.
- Serve as the initial point of contact for workplace injuries, illnesses, and occupational or infectious exposures.
- Coordinate appropriate laboratory testing, follow-up assessments, and documentation for exposed employees.
- Collaborate with Infection Prevention and Control and Occupational Health and Safety teams to manage outbreaks, exposures, and mask-fit testing.
- Provide health education and promote disease prevention initiatives.
- Ensure employee health practices comply with applicable privacy legislation, including the Personal Health Information Protection Act (PHIPA), and relevant occupational health and safety requirements.
- Follow applicable OHA/OMA protocols and organizational policies for managing occupational exposures.
- Maintain confidential medical documentation and accurate incident records.
- Support compliance with WSIB processes, workplace injury reporting, and organizational health and safety procedures.

2) Return-to-Work and Disability Management

- Coordinate individualized return-to-work (RTW) and stay-at-work plans for employees recovering from illness or injury.
- Obtain medical restrictions, communicate modified work requirements to managers, and organize return-to-work meetings.
- Monitor employee progress and adjust work plans as needed.

- Track long-term disability (LTD) cases and provide status updates to Directors and Program Leads.
- Coordinate with employees, healthcare professionals, management, and other stakeholders throughout the Workplace Safety and Insurance Board (WSIB) process.
- Ensure timely completion of accident and injury reports and compliance with applicable reporting requirements.
- Coordinate disability management and accommodation processes in compliance with the Ontario Human Rights Code, Employment Standards Act (ESA), applicable Collective Agreements, and organizational policies.
- Act as the primary liaison with external stakeholders including WSIB case managers, long-term disability insurance providers, healthcare practitioners, rehabilitation specialists, and independent medical assessment providers.
- Facilitate the accommodation process by assessing functional abilities, identifying suitable modified work opportunities, and collaborating with leaders, unions, and employees to support safe, suitable and sustainable return to work.
- Monitor disability claims and attendance trends to identify barriers, recommend interventions, and support early and safe return-to-work outcomes.
- Participate in case conferences involving employees, managers, union representatives, physicians, specialists, WSIB representatives, and LTD insurers.
- Review and interpret medical documentation, functional abilities information, and independent medical assessments to support workplace accommodation planning.

3) Employee Wellness & Health Promotion

- Develop, coordinate, and promote workplace wellness programs addressing physical, mental, and psychosocial health.
- Support initiatives related to stress management, ergonomics, healthy lifestyles, burnout prevention, and occupational fatigue.
- Promote Employee Assistance Program (EAP) services and help employees access appropriate resources.
- Identify emerging employee health concerns and coordinate educational sessions and preventive health initiatives.

4) Administrative Duties

- Review, maintain, and update Employee Health policies and procedures annually or as required.
- Collect, analyze, and report quarterly employee sick-time statistics.
- Develop, monitor, and report on performance indicators through Quality Improvement initiatives.
- Maintain accurate documentation to support program evaluation, organizational planning, and continuous improvement.
- Promote the mission, vision, values, and strategic objectives of MICs Group of Health Services.
- Collaborate with Infection Prevention and Control, Occupational Health and Safety, Directors, Program Leads, healthcare professionals, and external stakeholders.
- Participate in relevant committees, meetings, and organizational initiatives.
- Provide clear guidance to management regarding employee work restrictions, modified duties, and return-to-work requirements.
- Support the development of a safe, healthy, inclusive, and productive work environment
- Maintain working knowledge of applicable legislation including the Occupational Health and Safety Act (OHSA), Workplace Safety and Insurance Act (WSIA), Employment Standards Act (ESA), Human Rights Code, PHIPA, and relevant Collective Agreements.
- Develop and maintain effective working relationships with bargaining agents, insurance providers, occupational health consultants, and external healthcare partners.
- Track and analyze disability management metrics including lost-time claims, accommodation utilization, absenteeism trends, WSIB costs, and return-to-work outcomes.

5) Health and Safety

- Take every precaution reasonable for the protection of workers and patients/residents.
- Ensure that workers comply with the Act and Regulations and that they use protective personal equipment and devices
- Advise workers of actual or potential health and safety hazards
- Ensure that WHMIS regulations are followed
- Actively perform event/incident follow-up and lead investigations involving the staff/patients under your supervision and ensure that proper controls have been implemented
- Ensure all new staff and students are provided with an orientation that is inclusive of all MICs emergency response and safety (patient, worker and workplace) programs, policies and processes; ensure staff receive ongoing (at least annual) instruction and training on safety (patient, worker and workplace)
- Ensure that safety (patient, worker, workplace) is a regular agenda item at staff/team meetings
- Ensure that safety (patient, worker, workplace) performance is included in staff performance appraisals

6) Patient Safety for Team Members

- Participate in promoting a culture of patient/resident safety
- Demonstrate a commitment to patient safety by speaking up about patient/resident safety issues and changing practices to reflect and enhance safety
- Participate in near miss and incident reporting through established reporting mechanisms and demonstrate shared accountability for safe practices
- Participate as a member of the team on processes and strategies related to improving patient safety (Team Leaders are responsible to lead the team to establish processes and strategies related to improving patient safety.)
- Demonstrate knowledge of and abide by the requirements of practice for Patient Safety as outlined by Accreditation Canada (i.e. effective communication, infection prevention and control)
- Participate in initial and ongoing patient safety education
- Take responsibility for maintaining competency
- Support the Resident's Bill of Rights and work within the guidelines of the LTC standards and the Home's Infection Control Protocols (applicable in long-term positions only)

7) Attendance Support and Accommodation

- Monitor attendance patterns and support organizational attendance management programs.
- Meet with employees and leaders regarding attendance concerns and identify appropriate supports and interventions.
- Provide guidance to leaders regarding accommodation obligations, medical information requirements, and modified work opportunities.
- Support compliance with organizational attendance support policies and collective agreement provisions.

CORE COMPETENCIES

The position requires a combination of clinical knowledge, organizational skills, communication abilities, and employee support expertise.

- **Clinical and occupational health knowledge**
- **Disability and attendance management**
- **Legislative and policy compliance**
- **Confidentiality and documentation**
- **Communication and collaboration**
- **Wellness program coordination**
- **Quality improvement and administration**

QUALIFICATIONS

Educational

- Registered Nurse with completion of BScN or Registered Practical Nurse and registered in good standing with the College of Nurses Ontario
- Certificate in Disability Case Management (or willingness to obtain)

General

- Previous experience in occupational health, community health, or clinical case management preferred
- High level of discretion, empathy, and strict adherence to employee health privacy legislation.
- Excellent communication and interdisciplinary collaboration skills.
- Strong problem-identification, critical-thinking, and problem-resolution abilities.
- Strong work ethic, positive attitude, and commitment to teamwork.
- Proficiency in Microsoft Word, Excel, Outlook, and other relevant computer applications.
- Ability to work independently, prioritize tasks, and manage competing demands effectively.
- Highly motivated, service-oriented, and team-focused, with strong attention to detail.
- Enthusiasm for challenges, new initiatives, and continuous improvement.
- Flexibility and adaptability in response to changing priorities and workplace demands.
- Commitment to ongoing professional growth, learning, and development.
- Excellent attendance record, punctuality, and reliability.
- Valid Ontario driver's license and reliable transportation.

Desirable

- French communication skills considered an asset

The preceding described duties are representative and should not be construed as all-inclusive.