

We believe that outstanding care starts with outstanding people.

At Runnymede Healthcare Centre, we actively cultivate work-life balance and invest in the resources our staff need to do their best work.

Our award-winning, fully accredited hospital takes an inter-professional team approach to care. We provide comprehensive clinical services to patients who require expert treatment, extended rehabilitation and daily care beyond what can be provided at home or in the community. At Runnymede we have a single, clear purpose: improve the quality of life of every patient, every day.

If you want to join a centre of excellence with a multidisciplinary team who supports the delivery of patient-centered care, we want to hear from you today.

Senior Occupational Health & Disability Specialist – Temporary Full-Time (December 2024 – January 2026)

Position summary:

Reporting to the Chief, People, Culture & Strategy, the Senior Occupational Health & Disability Specialist promotes workplace health, safety and wellness, co-ordinates the case management of illness and injury claims, co-ordinates the employee return to work process, co-ordinates accommodation for those at work or returning to work and provides expertise on attendance support programs.

Responsibilities include:

- Assesses employees returning to work after illness and communicates to Managers the employee's abilities to perform duties
- Responsible for Workplace Safety Insurance Board (WSIB) claims management
- Assumes responsibility for early, active intervention and regular Hospital contact focused on resources, rehabilitation, recovery and return of the employee during the absence period
- Assists with the co-ordination, planning and development of modified work plans
- Responsible for the administration of Long Term Disability documentation and protocols
- Support orientation for new staff on all aspects of Occupational Health and Disability Management
- Participates in a team approach to prevention of illness and injury in the workplace
- Provides technical advice and guidance to staff on Health and Safety issues including but not limited to ergonomics, evaluating health and safety procedures in areas such as accident prevention etc.
- Communicates with all staff relating to Occupational Health issues both verbally and in writing, internally and externally
- Performs verbal and written reports on health and prevention issues, including reporting to Ministry of Health, Public Health, OHA, etc.
- Participates in Hospital-wide committees, including Joint Occupational Health & Safety
- Maintains health records/documentation for all staff and ensures confidentiality of Employee Health Records and information
- Prepares Occupational Health indicator reports, and maintains statistical data for planning
- Assists in the development of organization wide policies and procedures relating to Occupational Health and Wellness issues
- Collaborates with appropriate stakeholders in administering the Hospital's Attendance Support Management Program (ASMP)

The successful candidate will have the following qualifications/experience:

- Certificate in Disability Case Management required
- Five (5) years of related experience in disability management
- Experience in a unionized environment required
- Experience in dealing with handling WSIB claims including working with adjudicators and case managers
- Sound knowledge of the Workplace Safety & Insurance Act, WSIB and LTD processes and procedures
- Proficient in Windows Operating System, Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- Demonstrated flexibility and ability to work under pressure in a fast paced environment
- Excellent written and verbal communication skills along with demonstrated effective presentation skills
- Excellent time management and organizational skills
- Ability to work independently and with all levels of the organization



We make it possible.

Please send your cover letter and resume, quoting the job title in the subject line, to: human.resources@runnymedehc.ca

While we thank all applicants, only those under consideration for the position will be contacted. If you require accommodation during any stage of the recruitment process, please notify Human Resources.

We are committed to fostering a positive experience for all Indigenous applicants whether you're First Nations (status or non-status), Inuit, or Métis and welcome applications from all individuals regardless of race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other characteristics that make each of us different.

We are committed to employment equity and providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities (AODA).

Any information obtained during the course of recruitment will be used for employment purposes only and not for any other purpose.

Please be advised that in order to be eligible for employment at Runnymede Healthcare Centre, all new hires must have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); AND have received the final dose of the COVID-19 vaccine at least 14 days prior to the hired employee's first date of employment. Requests for exemption will be considered on a case-by-case basis in alignment with the Hospital's obligations pursuant to the Ontario Human Rights Code.