

Careers

Inspiring success, confidence and hope in each student.



Sr. Partner, Wellness and Attendance

Job Category:

Management, Professionals

Location:

Human Resources

Employment Type:

Permanent

Job Type:

Full Time

Job Code:

RESTRICTED00059

Salary:

ASG Level 7 (\$83,359 - \$104,197)

Position Start Date:

March 25, 2024

Posting Close Date:

April 30, 2024

Company Summary

The Peel District School Board (PDSB) is a racially, culturally and linguistically diverse board that serves 155,000+ students and approximately 17,000 employees. In PDSB, 87% of students are racialized, non-white, representing 162 different ethnic backgrounds. Students in Peel have 121 different first languages. Student diversity also exists in terms of gender and gender expression, sexuality and in terms of ability and faith. A responsive and empathetic understanding of the lived experiences of the students and communities we serve is vital to

those who will take on leadership roles within the PDSB. The workforce consists of teachers, office staff, custodial staff, education assistants and professional staff. The workforce is largely unionized through PDSB's numerous affiliated bargaining agents.

Job Summary

Equivalent to an Assistant Manager role, the Senior Partner, Wellness and Attendance will report to the Manager of Abilities, Wellness and Attendance and will be responsible for developing, promoting, and evaluating board wide employee workplace wellness and attendance support programs. This position supervises a team in the Abilities Office that is responsible for the day-to-day activities of the Staff Wellness program, Health Promotion and Attendance Support Program (HPASP), the Childhood Disease Program, and any other health surveillance protocols affecting staff. The successful applicant will support the Health Promotion Abilities Team by providing guidance to effectively manage Attendance Support and Accommodation cases that align with industry best practices, as well as applicable legislation and collective agreement language. This position will also support the Manager in analyzing performance and absence trends by providing metrics and data reports through various data management systems, including Parklane and VISTA. The Senior Partner will work collaboratively with colleagues and stakeholders to develop, maintain, and monitor processes to ensure efficiency in communication and flow of information as it relates to staff wellness programming, absence management and coordinating workplace accommodations.

Key Responsibilities

Responsibilities will include: Develop, implement, and monitor wellness programs for Board Staff, including expanding workplace mental health supports with a lens of diversity, equity, inclusion, anti-racism and anti-oppression. Supervise a team to effectively manage the Board's Health Promotion and Attendance Support Program. Support the Manager with leadership development opportunities for Management stakeholders, including training and case consultation. Identify staff health and wellness needs using available sick leave data, program metrics, feedback surveys, etc. Oversee the day-to-day activities of the Board's Employee and Family Assistance Program, including supporting the use of Crisis Management Services and Wellness workshops. Providing support and attend grievances, mediations, arbitrations, hearings/tribunals related to the Attendance Management Program and workplace accommodations. Demonstrating commitment to equity, inclusion, anti-racism, anti-oppression and working in a diverse school community and/or work environment. The successful applicant may be required to work a flexible work week during peak workload periods; and other duties as assigned.

Qualifications

Post-secondary diploma/degree related to the field of health and wellness, including, but not limited to Nursing, Disability Management, Occupational Health and Safety, Kinesiology, Psychology, Health Promotion, Public Health, and Human Resources. Certification in Disability Management and/or Occupational Health Nursing is an asset. Minimum of 5 years' experience in the field of Disability Management, including adjudicating and managing sick leave and accommodation cases, and developing and implementing return to work and

accommodations plans. Work experience in a unionized environment is preferred. Minimum three years' experience in planning, implementing and evaluating workplace wellness programs, including health promotion and health education programs. Experience implementing workplace mental health strategies is an asset. Minimum three years' experience working in a leadership capacity or experience working directly with leadership to provide advice and recommendations on attendance management programs.

Additional Skills & Qualifications

Knowledge of interpreting and comprehending collective agreements, human resources practices and processes, Human Rights legislation, the Workplace Safety and Insurance Act, and other employment related laws. Demonstrated initiative, problem solving, troubleshooting, technical and analytical skills. Excellent interpersonal, communication (both written and verbal) and presentation skills. Ability to work effectively and collaboratively with team members and stakeholders. Demonstrated attention to detail and accuracy, ability to manage multiple priorities and meet timelines and maintain confidentiality.

Application Process

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