**Senior Occupational Health Advisor**

<https://jobs.construction-benefits.com/job-invite/28718/>

**About the Role**

Reporting to the Occupational Health Director, the **Senior** **Occupational Health Advisor**plays a key role in the delivery of the Integrated Disability Management Process as well as the promotion and coordination of the company’s Health and Wellness initiatives. The incumbent manages WCB claims, medical leaves, short-term disability, long-term disability leaves across Canada and the USA and advises on return-to-work opportunities.  The incumbent will coordinate return-to-work plans while working within all applicable regulations, legislation, and workplace processes.

**As a Senior Occupational Health Advisor at Graham, you will:**

* Be responsible for managing disability claims to resolution by implementing, developing, and maintaining outcome-focused case management plans to support recovery and safe return to work
* Assess, monitor, and adjust return to work plans based on medically supported documentation in a timely manner; identify and address barriers to return to work; negotiate modified and return to work abilities
* Liaise with physicians, specialists, treatment providers, and insurers and obtain the required information to facilitate a return to work plan based on medical information and/or functional restrictions/limitations
* Review letters from the insurers to determine the suitability of decisions
* Identify when additional assessments and supports are required
* Can examine facts, gather relevant data, draw logical conclusions and make decisions regarding fitness for work
* Develop and deliver training as required with respect to health, wellness, and disability management
* Maintain up to date knowledge of and adherence to all applicable legislation standards and guidelines
* Coordinate and assist with COVID-19
* Plan health and wellness initiatives
* Demonstrates a high level of focus on customer service, setting priorities based on customer needs and continuously seeking ways to meet and exceed expectations through articulate attention to detail
* Develop reporting, maintain spreadsheets and tracking information

**Qualifications/ Experience:**

* Post-secondary diploma in a health-related field is an asset
* CDMP designation or equivalency is required, HSA/NCSO or equivalency is an asset
* Minimum 5 years of experience in case management and return-to-work planning
* Strong knowledge and understanding of disability management best practices
* Experience in the construction industry with a medium to large organization is considered an asset
* Ability to recognize when an issue or situation is beyond own knowledge or ability
* Intermediate proficiency in Microsoft Office (Outlook, Word, and Excel)
* Understanding of position-related medical terminology
* Strong decision-making and problem-solving skills
* Effective communication and conflict resolution skills
* Ability to build and maintain positive working relationships
* Aptitude for prioritizing tasks in an effective manner
* Ability to operate in an ethical, professional manner while respecting privacy and confidentiality
* Working knowledge of Safety Management Systems and Service Desk Management systems