**Senior Occupational Health Coordinator**

<https://jobs.construction-benefits.com/job-invite/28713/>

**About the role**

Reporting to the Occupational Health Manager, the Senior Occupational Health Coordinator plays a key role in the promotion and coordination of the company’s Health and Wellness initiatives and the delivery of the Disability Management process. The incumbent is responsible for data entry, record maintenance, initial intake, and administration of non-complex disability claims, including medical leaves, short-term disability, long-term disability, and WCB claims across Canada and the USA. This is a full-time role based out of the Calgary corporate office.

**As an Occupational Health Coordinator at Graham you will:**

* Occupational and non-occupational claims administration
* Case management support/coverage
* Verify and submit documentation to the appropriate insurer and obtain further information as required
* Support health and wellness initiatives
* Responsible for payment of invoices, tracking and reporting
* Assist with reporting and tracking of KPIs and metrics
* Provides support in the implementation and facilitation of return to work (RTW) programs
* Consultation and handoff of complex claims to the Occupational Health Advisor

**Qualifications / Experience**

* Licensed Practical Nurse (LPN) or background in healthcare (e.g. Kinesiology) is preferred
* Completion of a post-secondary diploma or certificate program in a related field and 3-5 years of directly related experience.  An equivalent combination of training and experience may be considered
* Prior Disability Management experience, including WCB, STD, and LTD would be considered a strong asset
* Certified Return to Work Coordinator (CRTWC), Certified Disability Management Professional (CDMP) would be an asset
* Working knowledge of relevant legislation including WCB, Occupational Health & Safety Act and Human Rights
* Working knowledge of Ergonomics
* Demonstrated proficiency in Microsoft Excel and Word with an ability to learn new software
* Working knowledge and understanding of Disability Management practices
* Demonstrated ability to manage changing priorities, maintain confidentiality, and meet deadlines
* Demonstrated ability to work independently as well as with a team to collaborate
* Demonstrated ability to work well in a fast-paced environment
* Excellent attention to detail, organizational and communication skills
* Experience in the construction industry with a medium to large organization is an asset
* Healthcare and health and wellness promotion experience is an asset
* The role is primarily office-based