



Temporary Wellness Coordinator
Catholic Education Centre, Peterborough
35 hours per week, 13 Month Contract
\$91,320 – \$107,436
Closing: June 13, 2025 at 4:00 PM

The Peterborough Victoria Northumberland and Clarington (PVNC) Catholic District School Board invites applications for the position of **Wellness Coordinator**. Please note this position is temporary coverage for up to 13 months.

WHO ARE WE?

At PVNC Catholic, more than 2,300 dedicated staff work together to develop the intellectual, spiritual, mental, physical and emotional well-being of more than 14,700 students in 30 elementary and 6 secondary schools. We are committed to creating a school board that reflects the diverse communities we serve and to ensure an equitable and inclusive work environment. We offer inclusive working and learning spaces in communities where you can live, work and thrive. Bowmanville, Courtice, Newcastle, Cobourg, Grafton, Campbellford, Peterborough and Lindsay are just some of the vibrant, diverse communities we serve.

PVNCCDSB recognizes that, consistent with the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms, employment practices and procedures at all levels should reflect, demonstrate understanding of, and respond to a diverse population. In our efforts to ensure an inclusive, diverse and representative workforce, we will value, promote and encourage the hiring of staff from under-represented communities.

WHAT YOU'LL BE DOING:

The Wellness Coordinator is responsible for the planning, implementation and delivery of an effective Wellness Program by wellness expertise to the organization through strategic planning, analysis, development, management and evaluation in accordance with Board policies and procedures. Also responsible for the Board's Disability Management Program. This includes facilitating communications with staff, union representatives, medical practitioners and outside agencies.

KEY RESPONSIBILITIES:

- Develops, promotes and evaluates Board-wide employee workplace wellness strategies and programs. Plans, coordinates and delivers wellness events of various size and complexity.
- Provides education about managing employee disabilities, provides health coaching and reviews employee medical information.
- Manages occupational and non-occupational disabilities while ensuring a high level of service to employees and supervisors.

- Assesses medical documentation supplied by employees. Arranges for direct contact with health care practitioner which could include requests for independent medical exams.
- Builds relationships with employees to support an early intervention approach.
- Manages the Board's Employee and Family Assistance Program.
- Occupational and non-occupational claims management.
- Facilitates and coordinates team-based case management involving sensitive issues related to employee health and wellbeing, employee relations, ethical and legal matters.
- Uses knowledge of available accommodations and modified work available, identifies and discusses early intervention and return to work options with medical service provided or insurer.
- Maintains contact with employees absent for reasons of disability/illness and assists them in identifying and implementing rehabilitations goals.
- Maintains confidentiality and resolves conflicts relating to sick leave entitlements, workplace safety and insurance board claims consulting as needed, and return to work process.
- Researches and remains current on best practices and effective strategies/resources to promote employee well-being.
- Assumes other responsibilities as assigned.

WHAT YOU'LL BRING TO THIS POSITION:

The following are minimum requirements of this position. An equivalent combination of education and experience may also apply.

- Professional Designation (attained or in progress) such as Disability Management Professional or Return to Work Coordinator preferred.
- Relevant university degree, preferably current registration as a Registered Nurse (RN) with the College of Nurses of Ontario (CNO) and Certified Occupational Health Nurse (COHN).
- A minimum of three (3) years of related work experience with emphasis on complex disability case management
- Sound knowledge of the principles of disability management, attendance management and group benefits within a unionized environment.
- Knowledge of the following legislation: Employment Standards Act, Human Rights Code, Workplace Safety and Insurance Act and Occupational Health and Safety Act and their application in the workplace.
- Ability to conduct needs assessments, plan, implement and evaluate health promotion programs/strategies/activities.
- Must possess a valid Ontario Driver's License and have access to own transportation

DOES THIS SOUND LIKE THE ROLE FOR YOU?

Interested applicants are invited to apply directly to the posting on [Apply to Education – Simplification](#) by **4:00 p.m. on June 13, 2025**. All applications should include the following:

- A detailed cover letter;
- A resume of qualifications and experience;
- A list of three (3) professional references with authorization to contact under MFIPPA. **Please note that NO references will be contacted without your prior consent.**

While we welcome all applications, we will only respond to those who are short-listed for this role. Thanks in advance for your understanding and we wish you all the best in your career journey.

WHAT NEXT STEPS COULD LOOK LIKE:

- Shortlisted candidates will be contacted via an email to participate in an interview (typically held in-person). We anticipate that candidates invited to interview will be contacted shortly after the posting closes.
- Please check your junk mail, as sometimes these invitations go directly to junk.
- The successful candidate must submit a satisfactory Criminal Record Check with Vulnerable Sector Screening, dated within 6 months of hire, prior to starting this position.

PVNCCDSB is committed to achieving excellence in Catholic education. We leverage our inclusive organizational culture to further build upon our dynamic and diverse workforce, reflective of the communities we serve. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (OHRC), PVNCCDSB will work collaboratively and respectfully with you in all stages of the recruitment process and throughout your employment. For further information about what accommodation and accessibility look like at PVNCCDSB please refer to [our website](#). If you require accommodation at any stage of the hiring process, please contact our Human Resources Officer at 705-748-4861 ext. 1212.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the personal information provided is collected under the Education Act and will be used to determine eligibility for employment.

