



## **Human Resources Officer/Workplace Reintegration & Attendance Promotion (Indefinite Contract)**

The Nipissing-Parry Sound Catholic District School Board is seeking a full-time Human Resources Officer/Workplace Reintegration & Attendance Promotion for an indefinite period of time. Reporting to the Senior Manager of Human Resources, and under the guidance of the Human Resources Coordinator, the successful candidate will work as an integral member of the Human Resources & Payroll Team. The position is primarily responsible for providing the planning and implementation of workplace accommodations, return to work, WSIB and attendance promotion processes on behalf of the Board. The HR Officer must apply a working knowledge of various legislation and regulations in the establishment and administering of Health and Disability Management Programs. The Officer will also provide generalist human resources support in the area of benefits, sick leave, wellness, prevention programs and act as a backup to other positions within the HR Department.

### ***Minimum Qualifications:***

- Bachelor's Degree in Human Resources, Business Administration or a related field
- 1 – 3 years of experience as a Disability Management Coordinator in a progressive Human Resources environment
- Demonstrated knowledge of disability management principles, process and application
- Demonstrated knowledge and experience in the development and implementation of an evaluation process for work reintegration and attendance promotion, disability management, WSIB and health promotion programs
- Experience in conducting and participating in various venues relating to workplace reintegration and attendance promotion
- Knowledge of applicable regulations and legislation relating to Human Rights, Occupational Health and Safety Act, Personal Health Information Privacy Act etc.
- Excellent working knowledge of the Microsoft Office Professional suite including Word, Excel, Outlook, PowerPoint, Access, One Note, internet searching, email etc.
- Experience utilizing an HRIS & Attendance Management Software (IPPS, PeopleSoft, AESOP etc.)
- Experience in a unionized environment with an understanding of collective agreement administration
- Ability to track and analyze metrics relating to employee attendance, identifying areas of opportunity and potential solutions
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution and people management skills
- CHRL designation would be considered an asset

### ***Required Skills & Abilities:***

- Effective oral and written communication skills, including the ability to communicate through a variety of outlets
- Ability to maintain a high degree of confidentiality through tact and discretion when conducting research or working with employee information and confidential files
- Excellent documentation and presentation skills
- Excellent teamwork and team building skills
- Excellent creative and innovative thinking
- Ability to develop and utilize internal/external relationships as resources to accomplish tasks
- Ability to liaise with WSIB, medical professionals and related agencies regarding disability claims, WSIB, insurance companies etc.
- Ability to use sound judgment in decision making; demonstrating consistent logic, rationality, and objectivity
- Ability to perform research, problem solve, organize material, conduct analysis, and evaluate data
- Ability to perform a cost/benefit analysis to determine the most proactive strategy on difficult cases
- Ability to track and monitor absences due to non-occupational illness and injury
- Ability to perform routine and complex work with a high degree of accuracy
- Strong time management skills and the ability to prioritize multiple tasks
- Ability to concentrate for long periods of time

**Working Conditions:**

- Travel may be required
- Sitting for extended periods of time
- Manual dexterity required to use desktop computer and peripherals

Please forward a detailed cover letter, resume and three professional references, quoting the posting number **GENERAL-2017-2018-05**, in confidence by **noon on November 1, 2017** to:

Human Resources Department  
Nipissing-Parry Sound Catholic District School Board  
1000 High Street  
North Bay, ON P1B 6S6  
[HumanResources@npsc.ca](mailto:HumanResources@npsc.ca)

Barbara McCool  
Chair

Anna Marie Bitonti  
Director of Education

**For the protection of its students, the Board requires successful applicants to provide a satisfactory criminal record check as a condition of employment.**

The Nipissing-Parry Sound Catholic District School Board is committed to diversity and inclusion. Please contact our Human Resources Department via email at [HumanResources@npsc.ca](mailto:HumanResources@npsc.ca) or via telephone at 705-472-1201, Ext. 2219 prior to the posting's closing date should you require any accommodation during the recruitment process

The Board would like to thank all applicants for expressing an interest in this position, however, only those applicants selected for an interview will be contacted.