



## **Health, Safety and Wellness Specialist POSTING 202301**

The Town of Halton Hills, with a population of approximately 62,000, consists of two urban centres, Georgetown and Acton, the Halton Hills Premier Gateway employment area, three hamlets – Glen Williams, Stewarttown, and Norval – and several smaller settlements. Halton Hills has long been recognized for its natural beauty, active agricultural community, high quality of life, and proximity to major centres, including Brampton, Mississauga, and Toronto.

Honesty, Respect, Excellence, Team, Creativity and Fun are the values of Town of Halton Hills Staff, demonstrated through the quality municipal services and programs we provide to the community.

Reporting to the Director of Human Resources, the Health, Safety and Wellness Specialist is responsible for the following:

### **Accountabilities:**

#### Health and Safety

- Developing and leading the implementation of the Town's corporate health and safety program, policies and strategies, with a focus on injury and illness prevention
- Monitoring changes to health and safety-related legislation and providing impacts of the legislative changes and ensuring ongoing compliance
- Working with Town Departments and the Ministry of Labour, Training and Skills Development in the event of visits/Orders, critical injuries, incident investigations, work refusals, reports for worker complaints, etc.
- Liaising with regulatory officials to ensure supporting documentation is accurate and submitted within required timelines
- Overseeing the activities and compliance of the Town's Joint Health and Safety Committees

#### Disability Management

- Developing and implementing a formalized STD claims adjudication and administration process using a 3rd party Claims Management Service
- Acting as the primary contact with WSIB and internal workplace parties for assigned WSIB/Sick Leave cases, stay at work and early and safe return to work program
- Managing disability claims, including the return-to-work process which may become complex or litigious

#### Wellness

- Regularly reviewing EFAP usage data, benefits usage trends and public health news and trends, design health and wellness programs targeted at areas of concern; and lead Town's Wellness Committee in encouraging staff to make their health and wellness a priority

## Other

- Maintaining current knowledge and best practices of Health and Safety by participating in municipal working groups, attending training/conferences, and monitoring trends in Health and Safety, Disability Management and Wellness programming
- Tracking effectiveness of health, safety and wellness programs through on-going monitoring of statistics; preparing and presenting regular reports to the Senior Management Team
- Working with external consultants and legal counsel as needed
- Managing health, safety and wellness budget
- Performing other job-related duties as assigned

## **Qualifications:**

- College Diploma in Occupational Health and Safety or related University degree with Occupational Health and safety focus
- Five (5) years progressively responsible experience in Health and Safety, WSIB/STD/LTD leave administration or combination of training, education and experience
- Completion of Canadian Registered Safety Professional (CRSP) certification or Certified Health and Safety Consultant (CHSC) certification
- Experience working in a Unionized environment
- Prior experience in a municipal work environment (preferred)
- Experience in other function(s) of Human resources (e.g. employee relations, recruitment, training and development, etc.) (preferred)
- Genuine care/advocate for the well-being of the organization and staff
- High-level of professionalism and confidentiality
- Strong problem-solver with ability to work through complex disability management cases
- Excellent verbal and presentation skills

## **Compensation:**

The salary for this position (35 hours per week) is \$81,284 - \$96,766 (2022 rates) per annum.

## **Application:**

For a list of all available employment opportunities at the Town of Halton Hills, including a detailed description of the Health, Safety and Wellness Specialist, how to apply, and general information about working for the Town of Halton Hills please visit [www.haltonhills.ca/jobs](http://www.haltonhills.ca/jobs)

Qualified candidates may submit a detailed cover letter and resume as a single document, sent in confidence to the Town by 4:30 p.m., February 2, 2023. Please quote Posting 202301 on your cover letter.

**1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2**

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905-873-2601 | 1-877-712-2205 | 905-873-2347 (fax) | [haltonhills.ca](http://haltonhills.ca)