

**MAJOR FUNCTION**

This is responsible, specialized, and professional work providing medical case management and oversight for injured employees in the Workers' Compensation program to promote rapid recovery, return to work and prevent recurrence. Case management to include scheduling, notifying and attending appointments with injured employees. Interprets medical findings for managers, supervisors and Workers' Compensation staff concerning return to work status. Recommends job modifications to accommodate temporary disability. Coordinate a pool of injured employees with work restrictions to reduce lost time duration and enhance productivity

**ESSENTIAL JOB DUTIES****Essential Duties**

Perform job site analysis for occupational hazards, consult with safety personnel and managers about occupational health hazards and assist in recommending corrective measures to address health and safety concerns. Maintain relationships with Workers' Compensation health care providers and evaluate results.

**Other Important Duties**

Performs related work as required. Performs related work as required. Completes special projects as assigned. Attends departmental, divisional, and unit staff meetings. Serves on ad hoc committees to represent interests of area of responsibility. Assists with special events. Attends conferences and workshops to increase general and specific knowledge of areas of responsibility. Ability to evaluate illnesses and injuries, administer first aid for minor injuries or make proper physician referrals

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills (As applicable to designated positions)**

Ability to assess and analyze a situation and conditions and apply sound nursing and/or counselling principles in making decisions. Ability to develop strategic plans for services, activities, and programs to promote optimal quality of life and wellness. Ability to communicate effectively orally and in writing. Ability to coordinate the medical care of employees with physical impairments. Ability to prepare and maintain files and statistical reports. Ability to establish and maintain relationships necessary for successful job performance. Ability to keep informed of developments in the relevant medical and mental health fields. Skill in the operation and use of microcomputers and associated databases, applications, software programs and peripherals necessary for successful job performance

**Minimum Training and Experience**

Possession of an associate's degree in nursing and four years of professional nursing experience.

Note: Preference may be given to applicants with certification in Occupational Health Nursing or Case Management designations.

Established: 06-05-25