HAMILTON POLICE SERVICE (HPS)
NOTICE OF A CIVILIAN CAREER OPPORTUNITY

OCCUPATIONAL HEALTH NURSE (OHN)

City of Hamilton PeopleSoft Posting Job ID #13073

Notice/Date:  #2017-32 – September 21, 2017

Job Title & No.: Occupational Health Nurse (OHN) - JJR Job Code #179, PS
Job Code #10147

Reports to: Manager, Human Resources (HR)

Job Location: Central Police Station, 155 King William St, Hamilton, ON, but
will need to attend other locations, as required

Hours of Work: Monday to Friday, from 8:00 am to 4:00 pm, however,
must be flexible to work other hours to meet the needs of a 24 hour/day,
365 day/year operation

Salary: Schedule 12E - $84,027 to $98,849 per annum (As of January 1,
2016; wage increase for January 1, 2017 still needs to be applied); Subject
to Joint Job Review after the first six (6) months

New Job: March 2016
Updated: September 2017

Job Summary

The Occupational Health Nurse (OHN) will be the key person for members
and management to engage on all health, disability, and accommodation
issues. Under the direction of the Manager of Human Resources, the OHN is
accountable for the operation of effective accommodation and return to work
programs for the Service. This is achieved through employing a proactive
rehabilitation program, and incorporating modified work and accommodation
initiatives, to meet members’ needs and Service objectives. The OHN will
also work with the Health and Safety/Wellness (HSW) Coordinator to
increase employee wellness, and to communicate any health matters or
trends. This is a key position in the Wellness Unit, where one of the goals of
the Unit is to support members with psychological and physical injuries, and
create a culture where stigma does not exist.

General Duties
1. Provide support to members with physical and/or psychological medical issues. Provide Employee and Family Assistance Program (EFAP) and/or medical referrals to members. Develop and maintain a list of medical professionals for members to consider using.

2. Conduct medical record/file reviews, and provide written assessments/file summaries to assist with sick time, WSIB, other absences, or hiring decisions.

3. Liaise with medical practitioners, to enable members to safely return to the workplace.

4. Complete ergonomic assessments and physical or psychological demands assessments, for current jobs and modified work placements.

5. Work with HR and Senior Management team members, to facilitate the placement of accommodated members into meaningful work.

6. Track accommodations and correspondence with members, and ensure accurate documentation for medical/attendance personnel files.

7. Work with the Attendance Coordinator to maintain confidential medical/attendance personnel files.

8. Ensure the privacy of member medical and personal information.

9. Coordinate the Infectious Disease Program, liaising with Public Health on infectious disease issues, and providing communication and training to members, as required [e.g. rabies, tuberculosis (TB), Hepatitis B/C, HIV/Aids, etc.].

10. Provide advice and support to management and staff with regards to Occupational Health and Safety (OHS) policies, procedures, and programs.

11. Provide and maintain subject matter expertise in the area of Occupational Stress Injuries (OSI).

12. Share and maintain knowledge of related government legislation and regulations [e.g. Workplace Safety Insurance Board (WSIB), Police Services Act (PSA), Human Rights, Infectious Disease, etc.], in terms of Return to Work and Workplace Accommodations.
13. Prepare and distribute monthly meaningful statistical information to the Management Team on sick time, accommodations, and other health and return to work related matters.

14. Provide assistance to the Health and Safety/Wellness (HSW) Coordinator on health issues in the workplace (e.g. critical incident response, etc.).

15. Assist the WSIB/Disability Claims Administrator with all WSIB lost time claims, to assist in the speedy and successful return of members to work.

16. Assist the Human Resources Manager in the preparation of a budget for ergonomic, workplace accommodation, and return to work costs.

17. Perform other duties, as assigned, which are related to the major responsibilities of the job.

Supervisory Responsibilities: No direct reports, but will provide training to supervisors and members on matters such as infectious diseases, psychological wellness, accommodation, attendance, etc.

Working Conditions: Regular office environment, but may need to travel to and from various work locations. Duties may involve exposure to highly confidential and sensitive information which cannot be shared except in the course of judicial proceedings or pursuant to the order of a Command Officer or Supervisor.

Physical & Sensory Demands/Dexterity: Assignments will involve activities such as reading, writing, keyboarding, talking, listening, sitting, walking, and standing.

Training: Limited on-the-job training will be provided, so initiative will be critical.

Required Competencies

1. Education: Relevant College Diploma or University Degree. Current registration and good standing with the College of Nurses of Ontario (CNO) as a Registered Nurse (RN) is required.

2. Experience: Minimum three (3) years of demonstrated work experience as an Occupational Health Nurse (OHN), including experience with Workplace Safety and Insurance Board (WSIB) Claims Administration.
3. Certificates/Licenses/Apprenticeships: Valid Class G Driver’s Licence, or the equivalent, with no more than six (6) accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges is required. Certified Occupational Health Nurse (OHN) designation would be an asset, e.g. COHN(C) – Certified in Occupational Health Nursing (Canada).

4. Excellent computer skills (i.e. Microsoft Word, Excel, and PowerPoint), and the ability to learn new software quickly (e.g. Parklane).


6. Excellent verbal and written communication and presentation skills.

7. Excellent multi-tasking, organization, and planning skills.

8. Strong interpersonal skills; ability to work with all levels of the organization, as well as liaise with medical practitioners and Association staff.


11. Ability to maintain confidentiality.

12. Experience in a unionized public sector environment would be an asset.

Posting Deadline and Instructions

Applications (i.e. cover letter and resume – all one document, cover letter first) are to be submitted via the City of Hamilton's Careers website before 11:59pm on Tuesday, October 9, 2017, and should clearly indicate what you have to offer in terms of all of the Required Competencies in either a chart or paragraph format as part of your cover letter or resume (see sample below).

To apply for the position you will need to:

- Have/create a user name and password for the City of Hamilton Careers website
• Upload an application (i.e. cover letter and resume – all one document, cover letter first) to the City of Hamilton Careers website
• Complete a questionnaire as part of the online application process

Email correspondence is an essential part of the recruitment process. Ensure you include your email address, as well as your business/day phone number, your home/evening number, and/or your cell phone numbers on your application and online, to facilitate our ability to contact you. Failure to provide an e-mail address will result in your application being rejected. Also, please ensure you allow your email to accept messages from @hamiltonpolice.on.ca and/or check your junk mail regularly after applying.

We thank all applicants, however, only those candidates selected for testing and/or an interview will be contacted. No phone calls or emails please. We are unable to respond to all applicants.

Please note that the Hamilton Police Service is committed to the principles of equal opportunity and reflecting the diverse community that we serve. Fluency in a second language is an asset; please indicate if you are able to speak another language on your application.

The Hamilton Police Service is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation for testing, interview, or employment purposes.

We invite you to visit the Hamilton Police Service website or Victim Services homepage to obtain further information on the Service, or visit our Careers webpage to obtain further information on career opportunities with our Police Service (e.g. Police Constable, Police Cadet, Civilian, Volunteer, and Auxiliary opportunities). Information on the Constable Selection System (CSS) can be found on the Ministry of Community Safety and Correctional Services website.

If hired, the incumbent shall comply with all Health and Safety Policies and Practices for their position and the workplace.

By applying, you agree that the statements made by you are true, complete, and correct to the best of your knowledge. Further, you understand that any falsification of statements, misrepresentations, and/or deliberate omission or concealment of information may be considered just cause for dismissal.

Sample Competency Summary
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<tr>
<th>You Require/Desire:</th>
<th>I Offer:</th>
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<tr>
<td>• Minimum two (2) year Community College Diploma in Computer Science or a related field (e.g. Electronics Engineering Technology/Technician program). An equivalent combination of at least three (3) years of education/training and experience may be considered.</td>
<td>• Three (3) year Computer Systems Technology - Network Engineering and Security Analyst Advanced Diploma from Mohawk College, which included 12 months of co-operative education placements</td>
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<td>• Minimum one (1) year previous experience installing, troubleshooting, repairing, and maintaining computers and peripherals required</td>
<td>• One (1) year of previous experience installing, repairing, troubleshooting, and maintaining computer hardware and software for a corporate office and warehouse environment with over 1200 users utilizing desktop, laptop, iPad, and mobile devices</td>
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<td>• Good understanding of Microsoft Windows operating systems and IP data networks</td>
<td>• Good understanding of various versions of Microsoft Windows operating systems, from Windows XP to Windows 7, as well as solid understanding of IP data networks and experience supporting a VOIP environment</td>
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<td>• Experience installing and troubleshooting mobile electronic equipment in vehicles would be an asset</td>
<td>• Previous experience installing electronic equipment such as radios, stereos, and Bluetooth, in vehicles</td>
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<td>• Experience using and installing mobile radio communication equipment would be an asset</td>
<td>• Two (2) years experience using radio communication equipment while working as a mall security guard</td>
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<td>• Valid Ontario Driver’s Licence required</td>
<td>• Valid Class G Ontario Driver’s Licence with clean driving</td>
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<td>Abstract</td>
<td>Microsoft Certification and/or CompTIA Certification is desirable</td>
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<td>CompTIA A+ Certification</td>
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<td>• Microsoft Certification and/or CompTIA Certification is desirable</td>
<td>• Previous experience using Symantec Ghost computer deployment software to deploy Windows 7 and Microsoft Office 2010 upgrades to all corporate clients</td>
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<td>• Working knowledge of Microsoft System Center Configuration Manager (SCCM) or Symantec Ghost computer deployment software desirable</td>
<td>• Previous experience using Citrix for remote access to offsite computers</td>
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<td>• Working knowledge of Citrix or Microsoft Remote Desktop Services software desirable</td>
<td>• Previous experience teaching corporate users how to use VPN software to access the network offsite</td>
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<td>• Working knowledge of Netmotion or other mobile Virtual Private Network (VPN) software desirable</td>
<td>• No previous experience, but eager and willing to learn this new piece of software</td>
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<td>• Working knowledge of Intergraph’s Computer Aided Dispatch (CAD) software desirable</td>
<td>• Previous experience using mobile device management software in a warehouse environment to enable iPads and scanners for warehouse workers</td>
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<td>• Working knowledge of Afaria or other mobile device management software desirable</td>
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