



## PERSONNEL OFFICER (1101)

### Management of chronic absenteeism

PERMANENT FULL-TIME

<b>DEPARTMENT:</b>	HR – Health and Safety (730303)
<b>WORK LOCATION:</b>	Chisasibi or Montreal
<b>UNION:</b>	UNU
<b>STATUS:</b>	1 Permanent Full-Time
<b>HOURLY SALARY:</b>	Min. (1) \$24.87 - Max (18) \$43.06

#### SUMMARY OF THE POSITION

Person, who designs, analyses, assesses and applies professional techniques in human resources with a view to ensure optimal performance.

Concerned about absenteeism resulting from disability in salary insurance, work accidents and occupational diseases, the Cree Board of Health and Social Services of James Bay is committed to providing a healthy, safe and conducive to health and to the well-being of all its employees. In this sense, the organization wishes to fill a position of personnel management officer within the health, safety and quality of life at work service.

#### SPECIFIC FUNCTIONS

Under the authority of the *Coordinator - health, safety and quality of life at work*, the incumbent applies the policies and procedures in terms of medico-administrative management. He/she analyzes and evaluates workers' claims under the various disability plans (salary insurance, CNESST, SAAQ, IVAC, RRQ). He/she assists managers in the integrated management of work attendance. He/she participates in all of the department's activities with a view to ensuring optimal management of files based on internal practices, workplace attendance management policies and the policy for promoting and preventing health and safety at work. He/she also contributes to the development of strategies to achieve organizational goals and targets set for work attendance.

He/she monitors chronic absenteeism management files as well as the resulting management indicators. The incumbent will perform the following functions:



- Ensures the confidentiality of the information obtained,
- Ensures a good medico-administrative management of files under its responsibility;
- Checks the information required during a disability leave;
- Analyzes and determines eligibility for the salary insurance plan;
- Authorizes absence and remuneration for the purposes of services, taking into account the laws, collective agreements and directives in force;
- Support the employee during his absence;
- Proactively manage files by advocating job retention, reintegration and sustainable return to work, using in particular the gradual return, temporary assignments, modified work or similar tasks, in collaboration with the team and managers;
- Plans and coordinates medical evaluations with the designated physician or experts;
- Ensures the process of reassigning employees to an accommodation position or a suitable position, with the various stakeholders concerned
- Ensures the updating of management indicators related to sick leave and transmits recommendations to the immediate superior;
- Establishes a specific and systematic follow-up process for absenteeism files;
- Formulates recommendations regarding the administrative follow-up to be put in place with regard to employee files with a high absenteeism profile;
- Plans and participates in meetings with employees presenting a portrait of absenteeism;
- Develop and provide training related to absenteeism;
- Performs his or her duties in accordance with the guidelines recommended by the human resources department in order to respond to the issues and challenges of the organization.

## REQUIREMENTS

### Education:

- Bachelor's degree in human resources management, bachelor's degree in social work, bachelor's degree in vocational guidance or any other university discipline related to the position;
- Hold a certificate in occupational health and safety, an asset.

### Experience:

- Three (3) years of relevant experience in the health and social services network (considerable asset).

### Knowledge and Abilities:

- Experience in medico-administrative management;
- Knowledge of laws and regulations affecting health, safety and collective agreements relating to compensation plans;
- Orientation towards continuous improvement;
- Excellent customer service;
- Ability to analyze and synthesize;
- Autonomy and creativity;
- Knowledge of First Nations health / social service models, trends and issues is an asset;



- Knowledge of Cree culture, language and social and health issues in Eeyou Istchee is an asset;
- Excellent communication and teamwork skills;
- Excellent planning and decision-making skills;
- Good knowledge of the computer tools of the Office suite.

## LANGUAGE

- Fluency in English and French;
- Fluency in Cree is an asset.

## OTHER

- Willing to travel on a regular basis.

<b>POSTING START/END DATE:</b>	2021/10/09 – 2021/10/23
<b>POSITIONS AVAILABLE:</b>	1
<b>HOUSING PROVIDED:</b>	Yes, if based in Chisasibi
<b>SHIFT TYPE:</b>	Day
<b>HOURS PER DAY/WEEK:</b>	7.00/35.00

## HOW TO APPLY

To apply, please forward your resume to:

**Cree Board of Health & Social Services of James Bay**

Tel 514-861-5955 Fax 514-989-7495

Email [jobs.reg18@ssss.gouv.qc.ca](mailto:jobs.reg18@ssss.gouv.qc.ca)

With your application, please make sure to specify the Posting # and the Job title on which you wish to apply.

**WE THANK ALL CANDIDATES WHO APPLY, HOWEVER ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

## NOTES

In accordance with various Sections of the James Bay and Northern Quebec Agreement (JBNQA), the organization has the objective of staffing all of its positions with qualified and competent beneficiaries of the JBNQA.