St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 01-02-22	Occupational Health Nurse/Disability Case Manager
Document Type:	Job Descriptions
Status:	
Issued By:	Director/Chief SJRFD
Index:	01 Organization
Section:	02 Department Job Descriptions
Title:	22 Occupational Health Nurse/Disability Case Manager

PURPOSE:

To outline the duties and responsibilities of the position of Occupational Health Nurse/ Disability Case Manager.

BACKGROUND:

This is a new POG.

PROCEDURE:

OCCUPATIONAL HEALTH NURSE/DISABILITY CASE MANAGER

Responsibilities:

Reporting to the Director of Regional Fire Services **(Fire Chief)**, this position is responsible for providing Occupational Health Services through the monitoring of physical and mental health, as outlined within the Wellness Fitness Program and the Disability Management Program.

Duties:

a. Manages all employees who are off due to injury/ illness under the Disability Management Policy and facilitates an early & safe return to work when appropriate.

b. Monitors the Wellness Fitness Program.

c. Provides confidential referral of employees to appropriate Employee Assistance providers as required for issues that impact them personally or associated with work.

d. Conducts health surveillance/ monitoring to personnel as required under current legislation

e. Provides education on health related issues as required.

f. Monitors and provides assistance to the Critical Incident Stress Management Program.

g. Liaison with outside agencies to provide services to the SJRFD involving physical/ mental health.

h. Conducts the Annual Flu Vaccine Program for interested personnel.

NOTE:

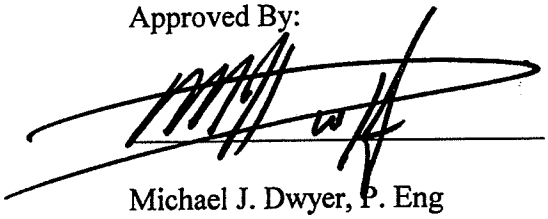
All Operational Guidelines are provided as a guideline only and may be altered by the OIC to meet extenuating circumstances.

Approvals
The Director/Chief SJRFD

Approval Date
2014-05-27

Responsibility
ST. Johns Regional Fire Department

POG #
Approved By:



Michael J. Dwyer, P. Eng
Director of Regional Fire Services
(Fire Chief)

2014/05/27

Date

Appendix/Appendices:
None