NON-CONTRACT ROLE DESCRIPTION

JD6215

ROLE TITLE:	Advisor, Employee Wellness	**ROLE DESCRIPTION NO.:**	6215
DEPARTMENT:	Health, Safety, Well-Being and Ability Management	**HEABC REFERENCE NO.:**	1872232
REPORTING TO:	Manager or designate	**HSCIS CODE:**	06099
CLASSIFICATION:	NCEM/Range 7	**JOB CODE:**	91875

ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager or designate, the Advisor, Employee Wellness plays a key role in fostering a culture of health and well-being across Island Health. This position focuses on promoting and planning wellness initiatives, Employee & Family Assistance Program (EFAP) resources, and strategic support for leaders to embed well-being into everyday practice.

Travel may be a requirement of this position. Transportation arrangements must meet the operational requirements of Island Health in accordance with the service assignment and may require the use of a personal vehicle.

DUTIES AND RESPONSIBILITIES:

1. Designs, implements, and evaluates evidence-informed well-being initiatives aligned with organizational priorities.

2. Acts as a subject matter expert and strategic advisor to leaders and organizational partners on workplace well-being, organizational resilience, and emerging workforce issues, recommending evidence-informed approaches to address complex challenges.

3. Leads organizational needs assessments, jurisdictional scans, and research reviews to identify emerging workforce well-being issues, risks, best practices, and opportunities for strategic investment.

4. Consults with leaders on complex workplace well-being challenges, including cumulative stress, team functioning, change impacts, and workforce resilience, identifying systemic factors and recommending sustainable interventions.

5. Collaborates with internal teams and external partners to ensure equitable access to wellness supports across all sites and virtual platforms.

6. Liaises with third party providers to ensure timely, culturally safe, and responsive services.

7. Contributes analysis and recommendations to organizational strategic planning, accountability reporting, and performance monitoring processes related to employee wellbeing, and workforce sustainability.

8. Monitors and analyses wellness program data and trends, prepares reports, and provides presentations and recommendations to the Manager for continuous improvements.

9. Leads and coordinates components of the organization's strategic well-being framework, translating strategic priorities into measurable objectives, implementation plans, evaluation methodologies, and performance indicators.

10. Promotes EFAP awareness and resource navigation through in person or virtual events, campaigns, presentations, and toolkits.

11. Tracks participation, outcomes, and impact of well-being initiatives using qualitative and quantitative methods.

12. Develops and delivers micro-learning modules in person or virtually.

13. Facilitates committees, working groups, and wellness networks to support collaboration and continuous improvement.

14. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Bachelor's degree in a health-related field such as, but not limited to, OT, PT, Social Work, Nursing or Psychology; plus, three (3) to five (5) years' recent related experience in a rehabilitation setting or an equivalent combination of education, training and experience. Valid Class 5 BC Driver's License.

Skills And Abilities

- Ability to design and facilitate wellness education, self-care initiatives, and group learning experiences.
- Ability to think systemically and contribute to the development, evaluation, and continuous improvement of wellness programs.
- Ability to analyze and interpret data and prepare meaningful reports and recommendations.
- Ability to maintain clear role boundaries, providing support, education, and navigation without delivering clinical or therapeutic care.
- Ability to maintain confidentiality regarding personnel and health and safety matters.
- Demonstrated ability to utilize applicable computer software such as MS Office and HR data management systems.
- Ability to work independently, multi-task, use initiative, and apply creativity when problem solving.
- Ability to communicate effectively in both verbal and written form.
- Ability to interact with others effectively, often in highly charged emotional states.
- Ability to use facilitation, negotiation and diffusing skills.
- Ability to establish and maintain effective work relationships with all levels of staff, unions, and other internal and external clients.
- Physical ability to carry out the duties of the position.