

Role Description



Position Title **Rehabilitation Advisor**

Position Number **HRM081**

Purpose of Role

To provide quality rehabilitation services to employees of Moreton Bay Regional Council.

Specific Responsibilities

- Act as a point of contact for workers compensation, rehabilitation, and return to work matters by providing sound advice, innovation and problem solving for management.
- Coordinate and process workers' compensation applications, rehabilitation plans including approved suitable duties and return to work programs, and administrative activities including but not limited to preparing extensive case notes and supporting documentation associated with claims management.
- Provide support and coordinate return to work and associated programs for non-work related injuries in accordance with relevant policies and procedures.
- Maintain and improve internal and external processes for rehabilitation and workplace health and safety.
- Ensure compliance with all legislation, approved standards, policies and procedures relating to rehabilitation and workplace health and safety practices and processes.

Work Experiences and Skills – essential

- Demonstrated relevant experience in a similar role or a role requiring a similar skill set.
- Demonstrated experience in the understanding, knowledge and application of acts and legislation covering the contemporary workplace.
- Demonstrated skills and experience to operate as the Rehabilitation Return to Work Coordinator.
- Well developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

Academic, Trade Qualifications and other Licences – essential

- Tertiary qualification in human resources, workplace health and safety or other relevant field.
- Relevant qualification to ensure appropriately qualified to carry out the role of Rehabilitation and Return to Work Coordinator.
- Current C class driver's licence.

Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

Our mission

We will serve the community to create a region of opportunity and a vibrant lifestyle, while focussing on excellence and sustainability.

Our values

Council proudly upholds the following values in its daily operations with customers, external partners and staff:

- Respect
- Service
- Integrity
- Teamwork
- Sustainability

Respect	Service	Integrity	Teamwork	Sustainability
<i>starting point</i>	<i>this is what we do</i>	<i>how we do it</i>	<i>working together</i>	<i>outcome</i>
<ul style="list-style-type: none">▪ We listen to people▪ We treat people fairly and consistently▪ We embrace diversity and opinions▪ We treat others as we wish to be treated	<ul style="list-style-type: none">▪ We seek to understand the needs of those we serve▪ We strive to exceed expectations▪ We communicate clearly▪ We take a positive approach▪ We are proud to serve our community	<ul style="list-style-type: none">▪ We are ethical and honest▪ We take responsibility for our actions▪ We act within statute and law▪ We take pride in the manner in which we perform our duties	<ul style="list-style-type: none">▪ We promote a friendly, supportive work environment▪ We inspire and encourage innovation▪ We develop and maintain relationships▪ We work collectively to achieve common goals▪ We work collaboratively with our community and external partners	<ul style="list-style-type: none">▪ We focus on the future▪ We respect the environment▪ We demonstrate leadership by example