



POSITION DESCRIPTION

Position:	Return to Work Coordinator
Department:	Human Resources
Reports to:	Human Resources Manager
Direct Reports:	Nil
<p style="text-align: center;">Our Vision:</p> <p style="text-align: center;"><i>"To be an Australian family business growing high quality fresh produce, focusing on: flavour, innovation and sustainability"</i></p> <p>We value:</p> <p>Teamwork: We consider everyone at Flavorite as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.</p> <p>Leadership: We lead ourselves and we lead others to deliver our vision.</p> <p>Passion: We are passionate about Flavorite and we are dedicated to growing high quality, fresh produce.</p> <p>Reliability: We can be relied upon to do what we say we will do and what we need to do.</p> <p>Ethics: We have the highest ethical standards and value honesty, responsibility, accountability in all we do.</p>	
Position Purpose:	
The Return to Work Coordinator works with Supervisors and Managers to assist injured employees to remain at work or return to work as soon and as safely as possible following an injury.	
Key Result Area:	Specific Tasks:
Return to Work & Injury Management	<ul style="list-style-type: none"> Establish and maintain external relationships with various service providers including Workers Compensations Insurers, General Practitioners, specialists medical consultants, rehabilitation providers and allied health providers Ensure early intervention and timely return to work of ill and/or injured employees where it is safe and practicable to do so Actively manage cases of employee injuries and/or illnesses Receive, process and action all workers compensation claims in accordance with the requirements of the Workers Compensation Act and Flavorite's insurance provider, including the development of return to work plans and review of remedial action Receive, process and action all reports of near miss, injury/incident and hazards, ensuring documentation is properly completed and follow up action undertaken

Position Number: PD056	Revision Date: 23 February, 2016
Position Name: Return to Work Coordinator	Reviewed by: T.McGrogan



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	<ul style="list-style-type: none"> • Develop, implement and monitor injury management plans or return to work plans and programs as required, and in conjunction with the nominated treating doctor and Flavorite's insurer • Organise and attend medical appointments with injured workers as required including liaison with medical professionals • Ensure prompt notification and escalation of new incidents of employee injury and/or illness, report on existing cases and coordinate the return to work meetings • Provide coaching, mentoring and training to ensure supervisors and managers meet their workers compensation and injury management obligations in accordance with relevant company policy and procedures • Source, coordinate and implement health screenings, safety, wellbeing and other related programs as required, e.g. skin checks, hearing tests, general health and fitness • Analyse staff injury, illness and workers compensation performance data and provide recommendations for continuous improvement
Administration	<ul style="list-style-type: none"> • Review relevant policy, procedures and forms to ensure continuous improvement and compliance with legislation • Accurately maintain databases in relation to workers compensation, suitable duties, near miss, injury/incident and hazard reports and investigations • Preparation of monthly reporting of injury management costs and statistics
Work Health & Safety	<ul style="list-style-type: none"> • Assist with the development of occupational health and safety systems, including policies, procedures and manuals • Promote occupational health and safety and develop safer and healthier ways of working • Ensure that personal protective equipment, such as hearing protection, dust masks, safety glasses and footwear are being used in accordance with regulations • Record and report hazards, accidents, injuries and health issues within the workplace • Undertake investigations of accidents and unsafe working conditions, study possible causes and recommend remedial action
Person Specification:	
Mandatory Qualifications / Skills:	<ul style="list-style-type: none"> • A demonstrated understanding of current legislation • Demonstrated experience in Workers Compensation claims management • Current Return to Work certification

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	<ul style="list-style-type: none">• Advanced proficiency in the Microsoft suite
Desirable Qualifications / Skills:	<ul style="list-style-type: none">• Medical or allied health qualifications• First Aid certificate
Personal Attributes:	<ul style="list-style-type: none">• Well-developed communication skills• Strong problem solving skills• High level of organisational and time management skills• Strong customer service focus• Attention to detail

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Flavorite management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

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