

Job Title:	Attendance Coordinator	Job Level:	Employee
Division/Department:	Operation	Job Band:	Band 2
Supervisor Title:	Assistant General Manager, Operator Leadership	Supervisor Job #:	1551

ORGANIZATIONAL DESCRIPTION

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

JOB OVERVIEW

As a member of the Operator Leadership team, reporting to the Assistant General Manager, Operator Leadership, the Attendance Coordinator works in a team setting and in a collaborative manner supports staff, supervisors and managers with the implementation of BC Transit's Attendance Management and Stay Onboard programs. The primary assignment for this role is administrative support for the Attendance Management Program for Transit Operators.

ACCOUNTABILITIES

- Reviews Operation absences daily, contacts all absent employees' via phone or email, identifies patterns of absence, and applies the provisions of the disability plan in the collective agreement
- Supports the Early and Safe return to work program (Stay Onboard) by discussing modified or alternate work opportunities and offering on site physiotherapy for all injury absences
- Actively works to identify Alternate work opportunities for Transit Operators
- Follow up with employees who have received first aid, complete minor injury investigation reports and advise Abilities Management and Safety of all workplace injuries
- Assists employees with completion of disability plan documentation (medical certificates, LTD claims forms) and WorksafeBC reporting
- Facilitates respectful communications with employees, supervisors and co-workers and other stakeholders
- Completes a variety of documentation including notes from employee meetings, updates to operations files, tracking of records and excel spreadsheets
- Attends all Transit Operator Attendance meetings in partnership with roster SDM
- Partners with Abilities Management staff in timely and efficient processing of documentation and communications to facilitate claim submissions and reviews

- Partners with People and Culture and Service Delivery Managers for administration of Attendance Management Program
 - Interprets quarterly attendance reports to review employees participation in program
 - Schedules and attends quarterly meetings with employees in the program
 - Tracks employees status in the program including whether they continue in program or have successfully exited
- Compiles a variety of reports and statistics; coordinates related activities with a variety of internal and external stakeholders
- Supports Operations by maintaining record of all modified equipment Operators; reviews record prior to each sign up and requests updated medical documentation from operators as required.
- Collaborates with Abilities Management, Employee and Union in Gradual Return to Work planning meetings
- Coordinated Gradual to Return to Work schedules with Dispatch, communicates schedules to all stakeholders; supports Operators participating in gradual return to work with concerns with the work assigned
- Acts as Employer representative in Accident investigations (EIIR), participates in identifying corrective actions and follows up to confirm that corrective actions have been completed
- Other related duties

QUALIFICATIONS**EDUCATION**

- Post-secondary diploma/certificate in Business Administration, Human Resources, Disability Management or related field

EXPERIENCE

- Minimum two years directly related work experience in a fast paced and dynamic administrative environment, and preferably in a unionized environment
- Equivalencies may be granted for combinations of directly related knowledge, training, proven skills and experience
- Superior communication skills, high degree of initiative, analytical, sound judgment, resourceful and creative in problem solving
- Effective people skills including demonstrating understanding, thoughtfulness and empathy
- Exceptional ability to effectively undertake multiple tasks, organize and prioritize work to meet deadlines while maintaining accuracy in a fast paced environment
- Proficiency with related program software and applications, including MS Word, PowerPoint, Excel
- Mathematical and statistical aptitude, ability to summarize information from a variety of documents and information

- Works effectively with sensitive information within a confidential environment
- Knowledge of employment legislation, collective agreements, human rights legislation, and information and privacy legislation is an asset
- Demonstrated ability to work independently and as part of a team
- Flexibility with work schedules as required