

Return to Work Coordinator

About the role:

As the RTW Coordinator you will work across all segments of the business in implementing the return -to-work program to all employees, whilst supporting injured works and meeting legislation requirements. You will be the link between the worker, their recovery and returning to work.

Tasks & Responsibilities:

- Compile the initial incident notification to report as required including to workers compensation team at ICARE
- Engage with the referring doctor and other health professionals
- Coordinator the workers recovery at work, working with the General Manager of the business units in identifying suitable work
- Build rapport with the work force and Senior team
- Preparing, monitoring, and reviewing RTW plans
- Maintaining confidential case notes and records in line with laws and guidelines
- Prepare EOM reports on injury statistics as required
- Promote the health benefits of good work and safe work process
- Contribute to the HS team in the improvement of relevant policies and systems

Qualifications & Experience:

- 2 years previous experience in similar role
- SIRA RTW certificate / qualification
- Tertiary qualifications in WHS or ability to work towards
- Knowledge of WHS and Workers Compensation legislation
- Communicate effectively
- Good time management skills

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