

UW HEALTH JOB DESCRIPTION

INJURY PREVENTION COORDINATOR

Job Code: 540016	FLSA Status: Non-Exempt	Mgt. Approval: K.Kunz	Date: 11.2016
Department : Employee Health SERVICES/63040	HR Approval: K.Sawyer	Date: 11.2016	

JOB SUMMARY

Under the direction of the Clinic Manager, the Injury Prevention Coordinator is responsible for the delivery of ergonomic services aimed to reduce the number and/or severity of work-related musculoskeletal disorders for UW Health employees. This position serves as the employer interface for determination, coordination and delivery of employer direct services. These services include, but are not limited to: job analysis, work site evaluations, work risk analysis, ergonomic consultation and reassessment of solutions implemented. Consultation can include engineering or administrative controls, equipment selection/modification and accommodations. The Injury Prevention Coordinator develops and delivers appropriate educational/promotional presentations and materials to individual and/or groups of employees and leadership. Incumbent has contact with an array of UW Health departments for service development and coordination and identifies, analyzes and solves a moderate to high level of complex problems.

MAJOR RESPONSIBILITIES

Assess, develop, coordinate, and deliver Occupational Medicine Program services for UW Health with the primary goal of integrating occupational health and health promotion in the workplace.

1. Perform needs assessments of the workplace and employees for the purpose of determining need, interest and scope of desired services.
2. Establish guidelines and providing training to Employee Health Registered Nurses to test new hires on position lifting requirements.
3. Train and educate UW Health staff on preventive exercises and tools to limit and reduce work injuries and musculoskeletal disorders.
4. Work closely with the departments of Worker's Compensation and Safety to run data, review trends on UW Health workplace injuries and research best practices and OSHA recommendations to make workplace changes to reduce/eliminate the hazard of the job/task.
5. Collaborate with Employee Wellness to create injury prevention programming for UW Health staff.
6. Complete dictation and documentation of ergonomic assessments into EHS employee medical record.
7. Plan for and coordinate all necessary resources including manpower and record keeping systems necessary to accomplish stated goals and objectives for contracted occupational health programs.
8. Provide or coordinate direct services as needed, including but not limited to work risk analysis, job analysis, accommodation consultation, consultation for return to work, and case management.
9. Continuously update knowledge of federal and state laws, regulations, and requirements that are applicable to an occupational health and safety programs.
10. Provide work injured patient safety in all Occupational Health interactions/interventions.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Occupational Therapy, Physical Therapy, or Nursing.
	Preferred	Master's degree in Occupational Therapy, Physical Therapy, or Nursing.
Work Experience	Minimum	Three (3) years in the field of occupational health or injury prevention.
	Preferred	
Licenses & Certifications	Minimum	Certification with the American Occupational Therapy Certification Board or Licensure as a Physical Therapist in the State of Wisconsin or RN with Certification in Occupational Health (Certified Occupational Health Nurse).
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Able to demonstrate knowledge and skills necessary to provide care appropriate to adult patients. Excellent verbal and written communication skills. Excellent interpersonal skills. Ability to function in a team environment and to collaborate with a variety of professionals. Ability to set priorities and respond in prompt fashion. Excellent problem solving and negotiation skills.

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- Ability to set priorities and respond in prompt fashion.
- Excellent problem solving and negotiation skills. Knowledge of ergonomic standards and analysis.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
X Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.