

Role Description Rehabilitation and Return to Work Coordinator

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.	24280	Content Manager No.	24/555017
Work Unit	Nominated Unit/School Nominated Branch/Region Nominated Division		
Location	Various locations		
Classification	AO5 Qld Public Service Officers and Other Employees Award - State 2015		
Job Type	Permanent / Temporary / Full-time / Part-time Temporary period until XXXX unless otherwise determined		
Salary Range	per annum Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Rehabilitation and Return to Work Coordinator, you will work closely with management and employees to ensure a consistent and proactive approach for employees who are experiencing a work or non-work-related injury or illness (psychological or physical). You will support employees at multiple work locations to either remain at work or to return to work to fulfil obligations under the *Workers' Compensation and Rehabilitation Act 2003* (Qld).

The Rehabilitation and Return to Work Coordinator reports to the Nominated Supervisor, Nominated Unit/School, Nominated Branch/Region, Nominated Division for operational and administrative matters. The Rehabilitation and Return to Work Coordinator reports on case management activities and trends to a nominated officer at each of the nominated schools/units.

Your role

Responsibilities include:

- Provide leadership, guidance and advice on injury management to nominated schools/units.
- Monitor workplace incidents and initiate early communication with employees as soon as possible following an injury to assess rehabilitation needs, notify relevant parties, and implement early supports, interventions and adjustments for the employee to safely continue or return to work.
- Coordinate the rehabilitation and return to work of injured employees, and regularly monitor progress against goals, in accordance with the legislated standard of rehabilitation and the department's Workplace Rehabilitation procedure.
- Liaise with injured employees, supervisors, medical practitioners, allied health providers, WorkCover, QSuper (or other income protection insurer) and the nominated Region/Branch to develop return to work plans and inform correct leave entries and wage payments.



- Maintain the confidentiality and accuracy of information, and save all details of rehabilitation cases into the secure Injury Management record in the MyHR WHS system for each employee, including medical certificates, RTW plans, RTW timesheets and case notes of all communications.
- Escalate complex injury and claims matters to the Senior Injury Management Consultant for specialist rehabilitation advice to ensure appropriate case management.
- Provide information to employees on workers' compensation claims, income protection claims, leave, the Employee Assistance Program and rehabilitation options.
- Support line managers to play an active role in rehabilitating injured employees, including maintaining regular contact, identifying suitable duties and reasonable adjustments, and supporting employees to safely transition back into the workplace.
- Promote and develop a supportive return to work culture, including early reporting and recording of injuries, and facilitate delivery of training and awareness sessions for management and school/unit employees.
- Collate, analyse and report to management and Workplace Health and Safety Committees on rehabilitation and return to work issues, compliance with procedures, de-identified workplace injury trends and risk control options to prevent future workplace injury.
- Establish and maintain effective networks and professional relationships with other coordinators across the state to exchange information and share learning experiences.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.
- Other Rehabilitation and Return to Work Coordinator duties consistent with the *Workers' Compensation and Rehabilitation Act 2003*, the Queensland Workers' Compensation Regulatory Services *Guideline for standard for rehabilitation* and the department's Workplace Rehabilitation procedure.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

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- This role description works in conjunction with the Candidate Information Package.

- Whilst there are no mandatory qualifications required for this position, it would be highly desirable for the successful applicant to possess:
 - A Queensland Rehabilitation and Return to Work Coordinator training qualification.
- It is a mandatory condition of this role that you:
 - Possess a current Working with Children Check clearance (blue card) issued by Blue Card Services.
 - Possess a current drivers' licence
 - Are required to work across multiple work sites.
 - Are required to travel and overnight absences from base may be required.