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# Example of Employee Health Job Description

Our innovative and growing company is searching for experienced candidates for the position of employee health. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for employee health

* Performs data entry and generating employee, faculty and resident TB, respiratory protection and influenza compliance reports
* Provides administrative support to employee health independent practitioner staff for creating employee records, looking up and filing record results
* Maintains employee health record and archives according to requirements
* Coordinates the medical care for injured workers, in conjunction with the Occupational Medicine Physician, including assessment of work related injuries and illness, triage of required care, and follow up of recommended services
* Provides case management for employees who are medically absent from work and develops return to work (RTW) plans with manager and employees
* Participates in return to work assessments and the development of non-occupational transitional duty assignments
* Provides employee health services such as post offer health screenings, drug testing, immunizations and vaccination programs, and medical surveillance programs
* Provides first aid and medical treatment for minor injuries
* Plans, implements, and conducts medical surveillance programs, including hearing screenings, vaccinations, respiratory-N95 mask fittings, as defined by regulatory agencies and organizational policies
* Performs N-95 respirator fit testing for employees as needed

## Qualifications for employee health

* Three (3) years of progressive management experience particularly in the areas of program development and implementation, auditing and monitoring, adherence to regulatory or accreditation requirements and complex multi-directional communications
* Certified Hospital Emergency Coordinator (CHEC)
* Friday with variable needs
* Two years of work experience as Registered Nurse in a hospital setting
* Bachelor’s Degree in Nursing or Physician Assistant studies, required
* Registered Nurse - licensed in State of Ohio