

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Light Duty Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Risk Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	054 OTBS
ISSUED:	June 21, 2005		

BASIC FUNCTION:

Coordinate light duty/return to work program for injured or ill district employees; recommend job-related accommodations for injured or ill employees.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Develop, implement, and monitor the light duty/return to work program for injured or ill district employees. **E**

Consult with physicians, physical and occupational therapists, and other medical professionals on specific employee injuries, therapy requirements, length of recuperation, and special accommodations to assist injured or ill employees after return to work. **E**

Monitor therapy and rehabilitation services provided to employees and identify physical and/or psychological job restrictions/limitations; recommend job-related accommodations. **E**

Consult with claims administrators and district staff on injured employees and recommend modifications to job-related duties to facilitate timely return to work. **E**

Develop and maintain a list of alternative work assignments. **E**

Gather data on injury prevention through observation and interviews with district staff and injured employees. **E**

Identify problem areas and recommend solutions. **E**

Develop training materials and provide inservice training/presentations related to the light duty/return to work program and/or the Americans with Disabilities Act. **E**

Identify injury and illness trends and recommend corrective measures.

Maintain a variety of records and reports. **E**

Communicate with outside organizations, public agencies, and employee organization representatives to provide information related to industrial accidents and workers' compensation claims. **E**

Act as district resource for development of job-related materials which address Americans with Disabilities Act guidelines in conjunction with temporary light duty/return to work activities. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in social or behavioral sciences and three years of recent, full-time, progressively responsible, related experience in a public or private organization. Experience in the area of workers compensation, nursing, and/or vocational rehabilitation is desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern health practices and procedures including traditional medical treatment of musculature and skeletal injuries.
Industrial accident prevention practices and procedures.
Workers compensation laws and regulations.
Disabilities and their impact on a person's independence and employment opportunities.
Basic medical and psychiatric conditions, as well as standard tests used in the vocational rehabilitation process.
Reading and writing English communication skills.

ABILITY TO:

Develop job task accommodations for injured employees.
Demonstrate good judgment.
Make sound recommendations based upon medical data.
Prepare narrative and statistical reports.
Present information in individual and/or group settings.
Operate standard office equipment including microcomputers and related software applications.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with all levels of district staff, medical community, other agencies, and the public.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, interpret, apply, and explain rules, laws, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6546

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