



Hilcorp

Job Description

Company:	Hilcorp Energy Company		
Job Title:	Occupational Health Nurse		
Department:	Human Resources		
Report to:	Director of Compensation & Benefits		
Job Status:	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Contractor	Federal Labor Standards Act (FSLA Status)
	<input type="checkbox"/> Part-time	<input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt
			<input type="checkbox"/> Non-Exempt

Job Objective:

Serves as the health and medical resource for the Company providing medical case management and working with vendor for fit for duty testing. Promotes health and safety awareness. Facilitates DOT drug and alcohol programs to ensure compliance with federal regulations.

Essential Job Responsibilities:

- Responsible for the policy development, management and compliance of the drug testing programs, DOT and non-DOT to include pre-employment, quarterly random, field contract and DOT previous employee checks.
- Responsible for maintaining health and medical information files in accordance with state and federal statutes.
- Provides medical case management of personal and occupational injury/illness leaves including the return-to-work process, restricted duty requests, required documentation and record keeping. Coordinates with leave coordinator. Consults with benefits on long-term disability claims and risk management with worker's compensation claims.
- Coordinates with providers to conduct onsite, offsite and mobile testing, including pre-placement, drug and alcohol, fitness for duty, return to work and all other regulatory testing.
- Coordinates with the team regarding the medical budget and monitors costs.
- Provides management reporting on field drug testing.
- Coordinates health assessments using vendor for DOT physical and return to work requirements.
- Provides nursing services and emergency first-aid treatments to employees who become ill or suffer an accident on company premises, arranging for transportation to another care provider, if needed. Notifies all concerned.
- Responsible for the maintenance of drug and alcohol training programs and ensuring effective delivery in compliance with regulations.
- Develops knowledge of the occupational hazards/exposures for specific work locations.
- Coordinates with management to implement health management activities to include health risk assessments, health education, behavior modification, health improvement activities and maintains the log of reasonable accommodation requests as it pertains to ADA.
- Manages the relationship with the clinics in Alaska, including oversight of the third-party administrator, and coordination with Safety, Operations and Occupational Health
- Effectively solves problems that cross organizational boundaries and excels in developing synergistic strategies

Essential Responsibilities Continued:

- Participates as a member of a multidisciplinary team to assess the work environment for any potential hazards regarding safety and/or health problems.
- Stays current on professional and legislative changes that are associated with occupational health along with public health and safety.
- Adheres to the company's values – integrity, ownership, urgency, alignment and innovation.
- Supports company vision and mission.
- Adheres to established work schedule, attendance standards and is punctual to work and meetings.
- Participates with existing personnel and/or vendors to develop and implement a process for protecting and ensuring the well-being of all company employees. This includes onsite Flu Clinics, pandemic testing, etc.
- Will collaborate with Hilcorp Medical Director on employee medical issues affecting their workability and require further evaluation.
- Must be able to travel to remote locations and new acquisitions in AK/Lower 48 as needed to promote Company's values and assure all policies/procedures are in alignment with Hilcorp

Other Job Responsibilities:

- Maintains technical knowledge by attending educational workshops and reviewing professional publications, establishing personal networks, and participating in professional associations.
- Maintains employee confidence and protects company assets, including intellectual property, by keeping information confidential.
- Contributes to team effort by accomplishing related results, as needed.
- Other duties as assigned by management.

Qualifications:

- One (1) year experience in a professional position developing policies on occupational healthcare specifically compliance with DOT drug testing programs.
- Two (2) years experience in providing case management
- Five (5) years experience in occupational health
- Working knowledge of regulatory areas e.g., HIPAA, ADA, OSHA, FMLA, Workers Compensation
- Excellent written and verbal communication skills
- Active listening skills

Education Requirements:

- Bachelor's Degree in Nursing or equivalent education required.

Certifications, Licenses, Registrations:

- Required: Registered Nurse active license State of Alaska; Certified Occupational Health Nurse credential (COHN) or the Certified Occupational Health Nurse-Specialist credential (COHN-S).; CPR; Drug Screen Collector

Date Job Description Became Effective: September 19, 2014

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

I have read and agree to the job duties outlined above and understand that in order to adjust to changes in business, it may be necessary to modify the job, add to or remove certain duties and responsibilities, or be reassigned to an alternate position. Absent a written agreement signed by either Hilcorp's President or CEO, this statement does not alter the "at-will" status of employment at Hilcorp Energy Company.

Employee Signature:

Title:

Approved by:

Title:

Resumes can be emailed to Arige Awaineh at aawaineh@hilcorp.com.