

WCB & Members Health Coordinator Roles and Responsibilities

APFFPA WCB & Members Health Coordinator Roles and Responsibilities



Version	Approved By	Revision Date	Author(s)
1.0	APFFPA Executive Board	January 1, 2024	APFFPA Principal Officers

Purpose

The purpose of this policy is to outline the roles and responsibilities of the APFFPA's WCB & Member Health Coordinator, ensuring a comprehensive approach to managing WCB processes, Presumptive Cancer Coverage, and collaborative efforts with the APFFPA executive, affiliates, and committees

Scope

The policy is applicable to activities and responsibilities within Alberta and the Northwest Territories, where the APFFPA operates.

This policy directly involves and is applicable to the following stakeholders: APFFPA's WCB & Member Health Coordinator

- APFFPA Executive Team
- APFFPA Affiliates
- Labour Ministry (Jobs, Economy, Trade)
- APFFPA Health and Wellness Committee
- APFFPA Government Relations Committee
- IAFF (International Association of Fire Fighters)
- EHN Canada
- Alberta (WCB)

Policy Statement

The APFFPA is committed to ensuring the health, safety, and well-being of its members. The WCB & Member Health Coordinator's Roles and Responsibilities Policy is established to provide Support to Affiliates Leaders around the WCB process, Presumptive Cancer Coverage, and related initiatives within the organization. This policy sets forth the key principles that guide the actions and responsibilities of the APFFPA WCB & Member Health Coordinator.

Section 1 Commitment to Excellence:

The APFFPA is committed to excellence in the management of workers' compensation matters and Presumptive Cancer Coverage to safeguard the health and well-being of its members. The organization recognizes the importance of maintaining

an intimate understanding of relevant processes, staying informed about legislative changes, and fostering collaborative relationships with stakeholders.

Section 2 Continuous Improvement:

The APFFPA is committed to continuous improvement in the management of workers' compensation and health-related initiatives. The WCB & Member Health Coordinator is encouraged to engage in ongoing education, stay informed about industry best practices, and contribute to the enhancement of organizational processes.

Section 3 Confidentiality:

The APFFPA WCB & Member Health Coordinator shall treat all information related to WCB cases, Presumptive Cancer Coverage, and health-related matters with the utmost confidentiality, in compliance with organizational policies.

Section 4 Role Limitation:

The APFFPA WCB & Member Health Coordinator shall not provide Legal advice to Affiliate leaders.
The Coordinator's role is to facilitate communication, support, and coordination between Affiliates and higher-level leadership within the organization.
Referral to Higher Leadership:
For Legal advice, the WCB & Member Health Coordinator shall guide Affiliate leaders to contact the APFFPA President or IAFF 6th DVP or appropriate legal counsel.
The WCB & Member Health Coordinator shall maintain a clear and open line of communication with the APFFPA President and IAFF 6th DVP to facilitate efficient referrals and ensure that Affiliate leaders receive the necessary guidance.
Information about legal matters shared with the WCB & Members Health Coordinator shall be promptly communicated to the relevant higher-level authorities while respecting confidentiality protocols.

Reporting structure

The APFFPA's WCB & Member Health Coordinator reports directly to the APFFPA President or a designate appointed by the APFFPA President.
President's Designate Responsibilities:
The individual appointed by the APFFPA President to oversee the WCB & Members Health Coordinator holds the following responsibilities:

- Providing direct supervision and guidance to the WCB & Member Health Coordinator.
- Acting as a liaison between the WCB & Member Health Coordinator and the APFFPA President.
- Assisting in decision-making related to workers' compensation and health-related matters.

Performance Evaluation:
The performance of the WCB & Member Health Coordinator is evaluated periodically by the APFFPA President or their designate. The evaluation includes an assessment of adherence to roles and responsibilities, effectiveness in communication, and contribution to organizational goals.
This updated reporting structure emphasizes the direct reporting relationship between the WCB & Member Health Coordinator and the APFFPA President or their designate, ensuring a clear line of communication and accountability within the organization.

Roles & Responsibilities

Role & Responsibility

The APFFPA's WCB & Member Health Coordinator is entrusted with the following key responsibilities:

1.1. WCB Process Expertise:

- Develop and maintain an intimate knowledge of the WCB process, including the Appeal Process and Accommodation Process.
- Cultivate and sustain relationships and contacts with WCB representatives.

- Provide training sessions to affiliates as required, ensuring affiliates are familiar with WCB processes (WCB 101).

1.2. Presumptive Cancer Coverage:

- Stay current on research trends and findings related to Presumptive Cancer Coverage, including updates from the International Agency for Research on Cancer (IARC).
- Monitor and stay informed about legislative updates in Alberta/NWT and neighboring jurisdictions regarding added cancers and reduced latency periods.
- Stay abreast of Government of Canada legislation pertaining to members' health and safety.

1.3. Collaboration with APFFPA Executive:

- Collaborate with the APFFPA executive to build and maintain relationships within the Labour ministry (Jobs, Economy, Trade).
- Regularly update the Ministry with changes and trends in presumptive coverages.
- Assist in the development of lobbying items relevant to member health.

1.4. Support for Affiliates:

- Assist affiliates in establishing and maintaining Peer support teams.
- Provide support in setting up training sessions, including IAFF Peer Support programs.
- Ensure affiliates have comprehensive contact information for treatment and support services provided by IAFF (EHN Canada).
- Collaborate with affiliates to implement and improve Firefighters Fitness (WFI) programs.

1.5. Committee Collaboration:

- Collaborate with APFFPA Health and Wellness Committee to contribute to the prevention of injuries/illnesses and enhance coverages.
- Engage with APFFPA Government Relations Committee to provide insights and support lobbying efforts.

1.6 Reporting and Communication:

- Maintain accurate records of WCB cases, presumptive cancer coverage issues, and related activities.
- Generate regular reports for internal use and communicate updates, trends, and important information to the APFFPA executive, affiliates, and relevant committees.

1.7 Continuous Education:

- Stay informed about industry best practices, legislative changes, and emerging trends related to workers' compensation and health-related matters.
- Participate in professional development activities to enhance knowledge and skills.
- Provide support and guidance during critical incidents involving APFFPA members.

Approval & Review

This policy will undergo periodic reviews to ensure its continued relevance and effectiveness. The APFFPA WCB & Members Health Coordinator is accountable for implementing and adhering to the roles and responsibilities outlined in this policy.

This Policy Statement reflects the commitment of the APFFPA to the well-being of its members, the effective management of workers' compensation matters, and the continuous improvement of health-related initiatives within the organization.

Name	Title	Date of Review
Elliott Davis	APFFPA President	May 2026
Dan Henschel	APFFPA EVP	May 2026
Cole Chapelsky	APFFPA Secretary Treasurer	May 2026