



**RENAISSANCE MANUFACTURING GROUP-ANNISTON, LLC**  
**Job Description**

POSITION / JOB TITLE:	<b>Occupational Health Nurse</b>		
REPORTS TO:	Human Resources Manager		
DEPARTMENT:	Human Resources		
Post Date:	8/23/22		
Closing Date:	Until Filled	Shift:	1st shift 6am-3pm

**POSITION PURPOSE**

Provides direct care services to employees on the job, host health promotion activities, and maintains case management of disability and/or workers' compensation claims. Responsible for modeling strong safety effectiveness medical department policies and procedures.

**PRIMARY TASKS AND RESPONSIBILITIES**

- Knowledge of Occupational Safety and Health Administration (OSHA) regulations and workers' compensation laws
- Serves as a resource on health matters, reviewing such items as physicians' reports on employee health, workers' compensation insurance claims, medical restrictions on employee work, and the policies and procedures of the medical department.
- Assists employees who are injured or become ill at work.
- Maintain medical records and provide information necessary to report to governmental agencies, insurance companies, and management in a timely manner.
- Trains and offers medical supervision to company first-aid teams. Assists with the hearing conservation program and eye protection programs, assuring that protective equipment is appropriate and properly used.
- Schedule employee audiograms with the advisement of EHS.
- Coordinate health and injury training issues with EHS Specialist and Management.
- Establishes and maintains medical department records.
- Carries out studies and investigations on health or safety-related questions and prepares reports, summaries, and recommendations as needed
- Compliance to Company EMS Policy.

**REQUIREMENTS: EDUCATION, EXPERIENCE, TECHNICAL / FUNCTIONAL SKILLS & COMPETENCIES**

**Basic Requirements:**

Graduate of an accredited school of nursing, Registered Nurse in the State of Alabama or equivalent preferred (LPN)  
 AND  
 (3) years' experience that includes (1) year of case management experience.

**License or Certification:** LPN or RN, First Aid/CPR/AED Certified Trainer

**DESIRED SKILLS**

- Experience working in a Manufacturing or Foundry environment highly recommended
- Certified Occupational Health Nurse Certificate preferred
- Knowledge and understanding of Human Resource policies, employee plans, and insurance benefits.
- Excellent organizational skills and attention to detail



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<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Proficient with Microsoft Office Suite or related software</li> <li>• Solid time management skills with proven ability to meet deadlines.</li> </ul>			
<b>SUPERVISORY RESONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• None</li> </ul>			
<b>CRITICAL COMPETENCIES</b>			
<ul style="list-style-type: none"> <li>• <u>Language Skills</u>: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups of employees.</li> <li>• <u>Mathematical Skills</u>: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, and ratio.</li> <li>• <u>Reasoning Ability</u>: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.</li> <li>• <u>Physical Demands</u>: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear. The employee must occasionally lift and/or move up to 50 pounds if needed. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.</li> <li>• <u>Work Environment</u>: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to a qualified individual with a disability to enable him/her to perform the essential functions of the job. While performing the duties of this job, the employee is regularly exposed to a wide range of temperatures, humid conditions, moving machinery, dust, fumes, gases, odors, and vibrations. The noise level in the work environment is usually moderate.</li> </ul>			