



Dnaagdawenmag Binnoojiyag Child & Family Services

517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6

Employment Opportunity

Occupational Health & Safety Coordinator
2 year Contract

Purpose of the Position:

Reporting to the Manager, Human Resources, the Occupational Health and Safety Coordinator develops, implements and maintains the Health, Safety and Wellness program for Dnaagdawenmag Binnoojiyag Child and Family Services.

Responsibilities:

- Research, develop and implement the Health and Safety policies, procedures and safe work practices for all locations.
- In conjunction with an external consultant and the Human Resources Manager, provide recommendations on OHS initiatives and strategies. Provide ongoing advice, guidance and support on issues pertaining to Occupational Health and Safety.
- Represent the organization and participate and/or arrange for workplace inspections and audits ensuring that identified preventative/corrective measures are addressed in a timely manner.
- Assist management in carrying out complete and timely accident investigations, providing advice and making recommendations on the reduction of risk and incident re-occurrence.
- Investigate and evaluate hazards and concerns regarding working conditions, situations, equipment, materials and procedures, and recommend corrective measures and methods to eliminate or control hazards, prevent injuries, reduce costs and ensure compliance.
- Facilitate the delivery of safety training courses and/or provide subject matter expert input into the development and delivery of health and safety training including identification of members requiring training ensuring that the operational and legislative requirements are met.
- Attend the Occupational Health and Safety Committee meetings, support the committee and act as a resource for all Health and Safety issues.
- Coordinate and is responsible for the collection and analysis of Health and Safety statistical information, produce reports on relevant Health & Safety data, identify trends in accidents/injuries and develop preventative strategies.

- Maintain all health and safety related documentation including material relating to inspections, assessments, communications, correspondence, reports, minutes, action items etc.
- Represent the organization and liaises with the Ministry of Labour and other external organizations and representatives regarding OHS, Fire Safety and other matters as appropriate.
- Prepare Health & Safety presentations, advisories, and other material to raise hazard awareness.
- Oversee the compliance to Workplace Hazardous Material Information System including training.
- Work with Facilities Coordinator to ensure that Fire Safety Plans for all locations are up to date, and properly administered in accordance with the Ontario Fire Prevention and Protection Act.
- Work with the Facilities Coordinator to assist in the development of the Facility Safety Plans.
- Will be required to formally take minutes during Joint Health and Safety Committee meetings when necessary.

Preferred Requirements:

- A 2 year College Diploma or University Degree in Occupational Health and Safety, or a related discipline with a minimum of 3 years experience or equivalent combination of relevant experience and formal education.
- Canadian Registered Safety Professional (CRSP) and/or Certified Health and Safety Consultant (CHSC) designation is required.
- Able to travel and provide a safe vehicle for use on the job, and also provide Dnaagdawenmag Binnoojiiyag Child and Family Services with evidence of a valid Ontario Driver's License and of PL & PD insurance coverage for at least \$2,000,000.00.
- Provide an acceptable CPIC with VPSS.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the "Sixties Scoop" upon them is essential.
- Membership in Human Resources Professional Association of Ontario; CHRP or CHRL is an asset.
- Strong organization, time management and planning skills with a focus on detail.
- Excellent presentation, facilitation, conflict resolution, interpersonal and communication skills (written and verbal), as well as the ability to build relationships.

Knowledge Requirements:

- Demonstrated knowledge in developing Health and Safety programs and systems
- Demonstrated knowledge of Health and Safety legislation (including the Occupational Health & Safety Act and Workplace Safety and Insurance Act, AODA etc.) and accident prevention.

- Knowledgeable about the cultures and significant characteristics of the Dnaagdawenmag Binnoojiiyag Child and Family Services First Nations and Indigenous communities.

Ability Requirements:

- Effectively and efficiently use relevant computer software and other office equipment (e.g. copiers, scanners, etc.).
- Organize routine office work.
- Communicate effectively with other staff of Dnaagdawenmag Binnoojiiyag Child and Family Services.
- Work cooperatively with other staff, management and the Board of Directors.
- Relate effectively to members of the community at large.

Starting Salary: \$56,000 - \$67483.00 based on qualifications and experience

Closing Date:

Open until Filled.

Only those selected will be contacted for an interview.

For Application to be considered please submit:

- Application for Employment - available at www.binnoojiiyag.ca
- Cover letter and Resume
- 3 work related references

Carrie Wilson, Recruiting Coordinator
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Email: careers@binnoojiiyag.ca

Notes:

1. Persons of First Nations, Metis and Inuit ancestry and members of Dnaagdawenmag Binnoojiiyag Child and Family Services First Nations are encouraged to apply.
2. For a full job description and any questions please email: careers@binnoojiiyag.ca