



Nova Scotia Health + Community Services Safety Association

Full-Time Occupational Health and Safety Coordinator Position

Position Overview

Working closely with the AWARE-NS team, and system partners, the Occupational Health and Safety (OHS) Coordinator designs, develops and implements OHS programming, training and conducts safety program evaluations. The OHS Coordinator directly contributes to the development and execution of both classroom and online learning formats, focused towards timely educational solutions that respond to stakeholder needs, and assists and supports in the AWARE-NS programs and services already underway. The ability to oversee the collection, management and analysis of data is of paramount importance as these elements continue to inform AWARE-NS' programming needs and helps to evaluate our success.

AWARE-NS is seeking an Occupational Health and Safety Coordinator.

As Nova Scotia's Health and Community Services Safety Association, we work with partners and stakeholders in the health and community services sectors to foster a culture of safety through leadership and the provision of health and safety programming, education, training and coaching support to our stakeholder organizations.

The OHS Coordinator will play a lead role in the implementation of the Safety Management System program through program development, design and delivery of training and education and organizational safety program audits.

The successful candidate will in large part act as quarterback of our OHS resources; overseeing the delivery of education and training at health and community service organizations across Nova Scotia, as well as helping to facilitate ongoing consultations and engagement sessions that will aid in the growth and maintenance of site-specific safety programs.

Reporting to the Occupational Health and Safety Manager, **the Occupational Health and Safety Coordinator** will work together with the internal AWARE-NS team, external stakeholders and industry partners to maintain and build on current programs, and to establish innovative new services in order to make a direct, positive impact in promoting a culture of safety for health and community services workers across Nova Scotia.

The position requires someone with a high degree of occupational health and safety knowledge and expertise, practical 'hands-on' experience and a direct understanding and appreciation for the unique work environment of front line health and community care workers. We're looking for someone who is creative and self-motivated, who thrives in a teaching/classroom environment, and is flexible enough to work effectively both on their own and in collaboration with a strong team, to achieve AWARE-NS' goals and objectives.

Responsibilities include:

- *Overseeing and implementing OHS training across the province*
- *Providing technical OH&S expertise to staff and sector organizations*
- *Conducting Safety Program audits, preparing reports and follow-up plans of action*
- *Mentoring sector organizations on effective workplace safety management*
- *Promoting the value-added services available through one-on-one consultation*
- *Applying policies, procedures, work instructions & participating in the continuous improvement efforts of AWARE-NS*
- *Delivering customized OH&S consulting services*
- *Carrying-out speaking engagements relative to safety topics of interest, as directed*

Application Requirements:

We are seeking potential applicants from any of the following three streams with the noted education and experience. **In your application, please select the stream that best fits your education, expertise and experience and explain how you meet the identified essential qualifications.**

STREAM A – Occupational Health and Safety Professional

- Occupational Health and Safety Diploma or Certificate combined with experience working in the Health and Community service sector would be an asset
- Canadian Registered Safety Technician (CRST) or Canadian Registered Safety Professional (CRSP) or equivalent experience

STREAM B – Adult Educator in the Health and Community Service sector

- Adult Educator in the health and Community service sector combined with considerable knowledge and understanding of Occupational Health and Safety principles
- Recognized Adult Education diplomas/certificates

STREAM C – Health Care or Community Services Professional

- Health care or community services professional combined with considerable knowledge and understanding of Occupational Health and Safety principles.
- Recognized health-based education certificate program

Application Requirements: All Streams

- Practical work experience in health, continuing care or community services delivery; experience incorporating adult learning principles and applications.
- Excellent writing skills and knowledge of web-based applications, *(computer skills including word processing, power point, data management, Excel)*
- *Research and analytical abilities*
- *Excellent verbal communication and teaching skills.*
- *Knowledge of Nova Scotia Occupational Health and Safety Legislation and other Acts and Regulations*
- *A strong work ethic with superior interpersonal, communication, personal organization and time management skills*
- *Driver's license and available to travel throughout Nova Scotia*
- *Ability to work under pressure and meet deadlines, work independently or as part of a team*
- *Self -motivated and able to work with little supervision to achieve goals*
- *Values and ethics - Serving through integrity and respect*
- *Thinking things through - Innovating through Analysis and Ideas*
- *Engagement - Working effectively with people, organizations, partners*

If this challenging opportunity meets with your career objectives, **we'd love to hear from you.**

Please forward your resume in confidence to Heather Matthews: info@awarens.ca

For more information, please contact Heather Matthews: heather@awarens.ca