

Manager of Health, Safety and Wellness

Mission Public Schools (School District #75 (Mission)) is located in the heart of the Fraser Valley and proudly serves 6,000 students and 1,000 staff. We are a passionate and vibrant organization, looking for a Manager of Health, Safety and Wellness to ensure that all District worksites provide a healthy and safe work environment for all employees and volunteers.

Reporting to the Director of Human Resources and the Secretary Treasurer, the Manager of Health, Safety and Wellness ensures that all work sites comply with WorkSafeBC legislation, regulation and guidelines. The manager is responsible for the development, implementation, and management of the health and safety program and for directing, assigning and supervising to ensure a healthy and safe work environment.

The manager also leads the Employee Health and Wellness Program, managing occupational and non-occupational disabilities cases. The manager works collaboratively with employees, management, unions, and health care professionals to support the recovery and wellbeing of employees returning to work or remaining at work.

The manager is the primary resource person for a variety of health, safety and wellness matters, providing support to schools by coordinating, tracking and supporting safety programs, systems and training.

QUALIFICATIONS:

Knowledge, Skills and Abilities:

- Advanced knowledge of WorkSafeBC, OH&S regulations, legislation and any other requirements pertaining to health, safety and wellness
- Self-starter, well organized, efficient team leader, achieve goals and objectives when dealing with varied and conflicting demands
- Excellent written and oral communication skills
- The ability to establish and engage in collaborative relationships with all levels throughout the organization and external agencies
- Excellent interpersonal skills including excellent public speaking, presentation and training skills
- Proficient with standard office applications and ability to adapt to other specialized software applications as required (e.g. Microsoft office)
- Ability to work co-operatively and collaboratively and to maintain effective working relationships
- Ability to provide guidance, training, and direction to others; proven ability to explain information and instructions to others
- Superior organizational skills
- Superior attention to detail: prepare accurate correspondence, reports, and other materials.
- Ability to work within deadlines and other time pressures
- Ability to maintain confidentiality

Education / certification:

- Diploma in Occupational Health and Safety, Disability Management, Health Care or related discipline
- Occupational First Aid Level II or III Certification

Experience:

- A minimum of five years of related experience in a unionized environment, preferably in a public sector environment and/or equivalent combination of education, training and experience
- Supervision experience
- Well-developed conflict resolution skills
- Current and valid BC Driver's License and safe driving record

Manager, Health, Safety and Wellness continued

Other Education and Experience:

- An equivalent combination of education and experience may be considered.
- Certified Ergonomics Assessment Specialist, an asset
- Canadian Registered Safety Professional (CRSP) designation, preferred
- Professional designation in disability management, an asset
- Working knowledge of School District operations, policies and procedures, an asset
- Experience planning and delivering safety training programs, preferred

Note: A clear Criminal Record is required for this position, with a review to be updated every five (5) years.

We offer an attractive compensation package, including participation in a defined benefit pension plan and the opportunity to apply your knowledge and expertise to a progressive and thriving school district.

Qualified candidates are invited to apply with cover letter and resume outlining relevant background and work experience, including 3 references by 4:00pm on Wednesday, May 23, 2018. Please submit to: Tina Phelps, District Principal – Human Resources tina.phelps@mpsd.ca

While we appreciate all applications, only those applicants selected for an interview will be contacted.