



Siksika Family Services Corporation
CORPORATE SERVICES
Occupational Health and Safety Coordinator
Siksika Resource Center



Contract Basis

Closing Date: OPEN until position is filled.

04/2025

GENERAL STATEMENT OF POSITION:

The OHS Coordinator plays a key role in reviewing, evaluating and monitoring health and safety hazards and risks within the SFSC workplace. The individual will be responsible for developing strategies to prevent, control and mitigate occupational hazards and risks which adhere to applicable government health and safety regulations as well as SFSC standards for safety in the workplace.

REPORTS TO: Chief Executive Officer

DUTIES AND RESPONSIBILITIES:

- Reviews, evaluates and monitors health and safety hazards and develop strategies to prevent, control and mitigate occupational hazards and risks in the SFSC workplace environment
- Develops, implements and maintains SFSC's OHS management plan and system by:
- Assessing health and safety strategies within various SFSC operations in accordance with current and applicable legislation standards
- Monitoring compliance to the OHS management plan and initiatives implemented and
- Assist and consult with SFSC directors and managers implement and maintain OHS initiatives where required outcomes are not being achieved
- Lead and participate in SFSC audits and investigations of safety concerns, incidents and accidents
- Provides and delivers training programs on health and safety issues to ensure staff are safety compliant and preserves training records documenting compliance
- Document and maintains record of incidents and provide analysis to the CEO identifying current and emerging OHS risks in the workplace
- Work collaboratively with the SFSC Human Resources team and assist with the Workers Compensation
- Board (WCB) portfolio
- Coordinates, researches, develops and implements policies, procedures and work instructions
- Assist in SFSC projects and other duties as required

For Full Job Description please email hrm@siksikafamilyservices.com

EDUCATION AND EXPERIENCE:

- Post-Secondary education in Occupational Health and Safety or equivalent
- A minimum of 1 to 2 years' experience in the OHS field

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com

Please quote **Job Title** on your cover letter.

IMPORTANT: All applications *must* be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver 's License.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.