



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

INTERNAL/EXTERNAL POSTING

Job Title:	Safety Program Coordinator (NEW)	Posting #:	52-2024
Department:	Community Infrastructure & Safety Services	Grade:	6
Location:	On Reserve	FTE:	1.0
Supervisor:	Director, CISS	Starting Rate:	\$30.30/hr.
Key Areas:	Health & Safety Program Development, Inspections, Investigation Assistance, Reporting	First Posted:	2024-12-18
Effective Date:	Immediate, full time permanent	Closes:	2025-01-15

What You'll Do

The Safety Program Coordinator is responsible for coordinating and supporting the organization's occupational health and safety programs for employees. This includes assisting with the implementation and ongoing management of the organization's health and safety program while promoting awareness and injury prevention among all employees. The Coordinator takes a lead role in the Employer's Joint Occupational Health and Safety Committee, serving as the recording secretary and providing general support to the committee. Additionally, the Coordinator oversees the organization's WHMIS, hazardous materials, and hazardous waste management.

The Coordinator plays a key role in reporting workplace injuries, assisting with incident investigations, and leading investigations into hazard reports and safety concerns. This worker actively inspects employer workplaces to ensure health standards are met and unsafe conditions are addressed. Working closely with employees, supervisors, and managers, the Coordinator develops safe work procedures and maintains safety records and reports. Special assignments include working closely with the CISS Director to support the community Emergency Management Program. Other related duties as required.

Valued Qualifications

Experience

- Experience participating on a Joint Occupational Health & Safety Committee in a previous job.
- Three (3) years' experience in a role that supported an organization's health and safety program.

Knowledge

- High School diploma and a two-year post-secondary certificate in a related field.
- Knowledge of legislation that pertains to occupational health and safety.
- Knowledge of WHMIS and hazardous materials/waste.
- Preference for candidates that are Canadian Registered Safety Professional (CRSP) or working towards certification

Skills

- Excellent communication skills (written and oral)
- Strong interpersonal skills and the ability to interact professionally with all
- Strong computer skills and able to use MS Office and Google Workspace™ applications and excel spreadsheets and online platforms.

Abilities

- Ability to prioritize, organize and manage multiple work tasks
- Ability to listen, and engage, and ask questions to learn how to complete tasks safely, and to determine safe resolutions
- Ability to present to a variety of employee groups and staff
- Ability to review and analyze information and documents and make recommendations
- Ability to produce written documents with clearly organized thoughts using proper sentence construction.



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- Ability to compile safety statistics and data, translate technical information into plain language as it relates to occupational health & safety and governing legislation requirements

Other (required):

- Willing to enroll in accredited post-secondary institute training to further knowledge, skills, and abilities for occupational health and safety
- Demonstrated genuine interest in occupational health and safety and supporting employee wellness
- Compliance with BC Immunization program and TB screening.
- Satisfactory completion of a police information check.
- Valid Class 5 BC Driver's License and Drivers Abstract
- Ability to provide own transportation to and from work

Optional (assets):

- Successful completion of a two-year Occupational Health & safety Certificate from an accredited institute is considered an asset.
- Other certificates: WHMIS, First Aid, Occupational Health & Safety Awareness, Workplace Violence & Harassment Training, COVID-19 Health & Safety.
- Experience working in a First Nation and or Indigenous community or organization.
- Ability to speak Dene/and or Cree.

Work Setting

The regular work schedule is Monday to Friday, 8:30 a.m. to 4:30 p.m., 35 hours per week. Flexible schedules will be required when the EOC is activated and may include on-call work. This work takes place in an office environment but also includes working in the field. There is a requirement to wear safety footwear at all times. Other safety equipment may be required when performing specific tasks. Overtime when approved by the supervisor.

Benefits & Lifestyle

Benefits: Join the FNFN team and enjoy a competitive hourly wage and a 35-hour standard work week. We offer a comprehensive benefit (health/dental, insurances, weekly indemnities), a pension plan, and 3 weeks vacation to help you recharge. The rate offered will reflect your certifications, experience, knowledge, skills, and other valuable attributes.

Lifestyle: Discover the unique lifestyle that Fort Nelson offers – a beautiful and affordable place to call home! Enjoy year-round indoor and outdoor recreational activities, from hiking and fishing to winter sports, along with a variety of cultural activities. Surrounded by the magnificent Northern Rockies, you'll have more time to enjoy life's simple pleasures.

Ready to Apply? Here's How:

Closes: January 15, 2025 at 11:59 p.m. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply. * Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.