



**EXTERNAL Job Posting Number: #92-18-19-HR.OHS**

**Job Title: 1.0 FTE HUMAN RESOURCES OFFICER – OCCUPATIONAL HEALTH & SAFETY**

**Job Description:**

Reporting to the Senior Human Resources Administrator, the Human Resources Officer – Occupational Health and Safety is responsible for the development, maintenance and review of a comprehensive occupational health and safety program. The Human Resources Officer – Occupational Health and Safety is also responsible to monitor and ensure compliance with the Board’s Health and Safety objectives, to ensure the effective implementation of Health and Safety programs and services, and functions as a resource to the Multi-Workplace Joint Health and Safety Committee.

**Only Those Candidates Selected For An Interview Will Be Contacted**

School	Location	FTE	Assignment
Board Office	Napanee	1.0 FTE	Full Time Permanent

**Qualifications:**

- Relevant post-secondary training in Occupational Health and Safety or combination of education and experience determined to be equivalent. Professional Health and Safety designation such as Canadian Registered Safety Professional (CRSP), Certified Health and Safety Consultant (CHSC) or working towards designation.
- Between three to four years of experience in occupational health and safety, with extensive experience in the development and implementation of safety training programs.
- Experience in WSIB processes, including monitoring and tracking WSIB claims, follow up with employees, experience in facilitating early and safe return to work including facilitating the workplace accommodation process pertaining to workplace injuries. Enters and updates claims information in the computerized system, Parklane.
- Demonstrated excellent interpersonal skills;
- Demonstrated excellent verbal and written communication skills;
- Excellent time management and organizational skills;
- Proficient in the use of computer applications including Excel, Work, Access, PowerPoint, email, Parklane Systems and Employee Information System programs

- supplied by Board;
- Ability to work unsupervised;
  - Proven ability to meet deadline and to work under pressure.

**Salary Range: \$75,102.00 – \$86,487.00 per annum**

**Closing date: February 22, 2019 at 4:00 p.m.**

**Application and Requirements:**

*Applicants must submit a cover letter with an updated resume including details of qualifications and experience to:*

*Christine Farrell*  
Staffing Officer (Support)  
Human Resources  
[work@alcdsb.on.ca](mailto:work@alcdsb.on.ca)  
(mailing address below)

**Notes: This is an External Job posting. As a condition of employment the candidate must provide a Criminal Background Check (CBC) with vulnerable sector screening (current within 6 months of date of hire).**

*While we thank all those who have applied, only those candidates selected for an interview will be contacted. We are committed to inclusive and accessible employment practices.*

*In compliance with the Accessibility for Ontarians with Disabilities (O.D.A.) the Algonquin and Lakeshore Catholic District School Board welcomes and encourages applications from people with disabilities. We will make the necessary accommodations for applicants with disabilities to support all aspects of the recruitment process. Please contact the Human Resources Department if you require assistance with any accommodations.*