Chilliwack School District Partners in Learning!

Occupational Health & Safety Manager
Temporary – Immediately – June 30, 2021

The Chilliwack School District is seeking applications for the excluded position of Occupational Health & Safety Manager. This temporary Occupational Health and Safety Manager will work with the current Health & Safety Manager and will be responsible for the workplace health and safety, public health liaison for the district (including COVID 19 related duties), emergency management, WorkSafeBC claims management, monitoring program effectiveness and ongoing development to meet the needs of a large and complex school district.

As an experienced management professional, the Occupational Health & Safety Manager provides leadership in overseeing the vision, planning and maintenance of the Occupational Health & Safety Program for the Chilliwack School District. The job duties of the position are broad and include strategic and operational responsibilities for both prevention and compliance within the OHS portfolio.

THE COMMUNITY AND SCHOOL DISTRICT

Chilliwack is situated in the beautiful Upper Fraser Valley, just 90 minutes from Vancouver, and is a thriving and growing community of 90,000. The school district is well known for its dedication to quality educational programs, its strong financial foundation and its effective collaboration with community, parents, students and employee groups. The district has a strong commitment to ensuring that every student graduates with opportunities beyond graduation. The District is a growing school district with approximately 14,000 students in 32 school sites, approximately 1800 employees, and an operating budget of $150 million.

KEY RESPONSIBILITIES:

This position is required to provide oversite of services, education, consultation and representation to the district in all matters related to WorkSafe BC. This will include injury reporting, program development, claim filing, cost control, objections to adverse WorkSafe decisions and appeals.

OPERATIONAL RESPONSIBILITIES INCLUDE:

- Conducting assessments, making recommendations, communicating with stakeholder groups and developing or updating programs, creation and deliver of safety training to staff, maintaining the hazardous materials inventory
- With the support of an external organization, duties will also include WorkSafe BC claims management
- Provide support and advice to Principals, Vice Principals and Supervisors with regard to the Health & Safety Program
- Represent any matters as a representative of SD33 to the review division or workers compensation appeals tribunal
- Understand WorkSafe BC relief of cost (ROC) process
- Manage the web based occupational injury database and generate monthly and annual occupational injury reports
- Audit OH&S policy manual
- Process improvements to program
- A level of education, training and/or experience equivalent to a bachelor's degree in a related field
- A minimum of 7 years directly related experience in a disability management and WorkSafeBC claims management
- Experience with a unionized environment in a variety of different organizations
- Expert knowledge in WorkSafeBC policy and practice
- Excellent interpersonal and communication skills including verbal, written and presentation skills
- Evidence for strategic problem solving, decision making and mediation
- A commitment to service
- Demonstrated ability to mentor and engage others to ensure success in the workplace
- Demonstrated ability to work as an effective member of a team as well as work independently

Interested candidates must submit their application complete with resume, documentation supporting credentials and three professional references with permission to contact each in confidence. Application packages must be received by 4:00 pm, **November 9, 2020.** Interested applicants must apply electronically through https://bit.ly/3e7dPYY to: **Director of Human Resources, School District No. 33 (Chilliwack), 8430 Cessna Drive, Chilliwack, B.C. V2P 7K4, Phone: 604-792-1321**