Manager of Health, Safety, and Wellness

CARIBOO - CHILCOTIN SCHOOL DISTRICT

Cariboo-Chilcotin School District encompasses forests, lakes, plains, and mountains across a large geographic area on the traditional and unceded territories of the Secwepemc, Tsilhqot'in, and Dakelh First Nations. Rich indigenous culture, thriving small towns and rural communities, with boundless opportunities for fishing, hiking, and hunting provide a broad range of cultural and outdoor experiences. There is something for everyone in the Cariboo-Chilcotin, which is why so many people will come for a visit and stay for a lifetime!

Our district is home to approximately 4600 students across 22 schools. Our two main centers are Williams Lake and 100 Mile House, but we extend out to Dog Creek, Likely, Big Lake, Horsefly, Nemiah Valley, Alexis Creek, Tatla Lake and Anahim Lake.

The Position

Reporting to the Director of Human Resources or designate, the Manager of Health, Safety, and Wellness is responsible for managing a comprehensive health and safety program and emergency preparedness programs to promote and provide a healthy and safe work environment for all employees and volunteers. This position will work collaboratively with senior leaders, principals and vice-principals and other managers to ensure that work sites are compliant with WorkSafe legislation, regulation, and guidelines. The manager will also lead the Employee Health and Wellness Program and work collaboratively with employees, management, union executives and health care professionals to support employee's well-being and return to work programs.

Key responsibilities include:

- Plan, control, maintain and provide oversight of a comprehensive health and safety program, including WHMIS, first-aid, safe work procedures, complying with WorkSafeBC legislative requirements to support and promote safe and healthy work environments.
- Develop and review health and safety policies, procedures and plans in accordance with legislative requirements and best practices.
- Ensure immediate and appropriate accident and incident reporting, investigations and risk assessments occur as required, exercising discretion and adherence to WorkSafeBC legislation and regulation, provide assistance as required and appropriate follow-up.
- Establish and maintain a claims management system, including participation in reviews and WCAT appeals.
- Provide technical advice and support to worksite Joint Health and Safety Committees.
- Develop, facilitate, and track safety training programs/courses for employees on health and safety to ensure compliance with legislation and regulations.
- Orient new employees to the health and safety program, and legislative requirements.
- Act as a resource to all employees to ensure compliance with District health and safety policies, procedures and WorkSafeBC legislation and regulations.
- Acts as the employer representative on the District Health and Safety Committee and with WorkSafeBC to ensure compliance with legislation and to proactively address health and safety concerns as they arise.
- Assists with the planning of the district's emergency procedures.
- Collaboratively works with other HR personnel to manage complex occupational and non-occupational disabilities, employing early intervention strategies and assists with return-to-work planning.

- Prepare, represent and/or support the District in appeal process and/or grievances as required for occupational and non-occupational cases.
- Work closely with management, unions and employees to maintain regular contact with an injured employee with a focus on reducing time loss durations and to ensure appropriate timely return to work occurs.
- Develop programs and/or campaigns to promote a healthy lifestyle and/or participation in fitness and wellness programs.
- Other duties related to Health, Safety and Wellness.

Required Knowledge, Abilities and Skills

- Degree and/or diploma in Occupational Health and Safety, Disability Management, Health Care or other related discipline
- Three (3) to Five (5) years' related experience in a unionized environment, preferably in a public sector environment and/or equivalent combination of education, training and experience
- Canadian Registered Safety Professional (CRSP) designation would be an asset
- Advanced knowledge of WorkSafeBC, OH&S regulations, legislation and any other requirements pertaining to health, safety and wellness
- Ability to work collaboratively and co-operatively with all levels of the organization
- Ability to provide guidance, training, and direction to others; proven ability to explain information and instruction to others
- Excellent interpersonal skills including excellent public speaking, presentation and training skills
- Excellent decision making and problem solving skills
- Superior organizational skills
- Proficient computer skills (Microsoft Word, Excel and Power Point) and ability to adapt and learn other specialized software
- Superior attention to detail – prepare written correspondence, reports and other materials
- Ability to work within deadlines and other time pressures
- Commitment to confidentiality and professionalism

The salary range for this position is $95,000 to $110,000 per year with a comprehensive benefits package and Municipal Pension. Placement on the salary range is dependent on qualifications and experience.

To explore this career opportunity, please submit an application, complete with resume, documentation supporting credentials and three professional references by 1:00 pm Tuesday, February 25, 2025. Interested candidates may submit their application through Make a Future at https://buff.ly/3WZ0JFc or directly to:

Taryn Aumond, Director of Human Resources
School District No. 27 (Cariboo-Chilcotin)
Email: taryn.aumond@sd27.bc.ca

School District No. 27 appreciates the interest of all applicants, however, only those selected for an interview will be contacted. Successful applicants will be subject to a criminal record check.