



Adjacent to Victoria on southern Vancouver Island, Sooke School District is the fastest growing school district on Vancouver Island and one of the fastest growing districts in British Columbia. With a commitment to transformational growth and operational excellence, our vibrant workplace culture reflects the dynamic communities where we live, work, and play. SD62 serves five municipalities: Langford, Colwood, Metchosin, Sooke and the Highlands and is on the traditional territories of the T'Sou-ke Nation, SĆIΛNEW (Beecher Bay) Nation, and the Nuu-chah-nulth: Paaʔčiidʔath (Pacheedaht) Nation. Some of our schools are located on the traditional territory of the MÁLEXEŁ (Malahat) Nation, and the Ləkʷəŋən peoples of Songhees and Esquimalt Nations. The district is a major employer in our region, with over 2,300 educators and support staff serving more than 14,000 students. The Board of Education has developed a future-oriented Strategic Plan that focuses on three priority areas: Learning, Engagement, and Growth.

Occupational Health and Safety Claims Coordinator

Temporary/Full-time

Sooke School District is the fastest growing School District in British Columbia. Reporting to the Manager Occupational Health and Safety (OHS), the OHS Claims Coordinator coordinates all matters relating to WorkSafeBC Claims Management within the school district and supports the Manager of OHS in other related duties as required.

As an ideal candidate, you:

- Strives for **Personal Excellence**
- Thinks **Critically** and **Creatively**
- Builds **Relationships**
- Practices a **Growth Mindset**
- Effectively Communicate and Collaborate
- Cultivates **Community**
- Encourages **Employee Growth**
- Fosters **Interconnectedness**

And have the required education and experience noted below:

- Post secondary OHS certificate/diploma or equivalent combination of education and experience
- 2–3 years of experience in OHS and WorkSafeBC claims management
- Strong knowledge of WCA, OHSR, and other relevant legislation
- OFA 2 certification, or willingness to obtain
- Advanced computer skills (Word, Excel, PowerPoint, Outlook)
- Experience with Prismatic/Atrieve systems is an asset
- Valid BC Class 5 Driver's Licence

For a copy of the full job description, please email Dawn Israel, Human Resources Consultant at dpisrael@sd62.bc.ca.

The salary range for this full-time position is \$77,118 to \$96,398 per annum. Initial placement within the range is based on related education and experience. Sooke School District offers a competitive benefits package and pension plan.

Please submit a cover letter and a resume including include the names and emails for two references (current and past supervisors) who can speak to your skills and how they relate to this position, on the [Make a Future](#) website.

If you require assistance, please see [How to Apply](#) for detailed instructions.

The deadline for submissions is **noon, 12:00 pm, on April 24, 2026**.

We thank all those that apply; however, only candidates selected for further consideration will be contacted.

Sooke School District No. 62 (Sooke) is an equal opportunity employer. We are committed to diversity, equity and inclusion in a workplace that is free of discrimination and harassment. Our educational environments are welcoming and safe. Our staff and students value and appreciate our differences.