



Our Region:

Cariboo-Chilcotin School District serves approximately 4600 students across 24 schools across a large geographic area on the traditional and unceded territories of the Secwepemc, Tsilhqot'in, and Dakelh First Nations. We serve the communities of 100 Mile House, Williams Lake, Dog Creek, Likely, Big Lake, Horsefly, Nemiah Valley, Alexis Creek, Tatla Lake and Anahim Lake.

Our area is known for its rich indigenous culture, thriving small towns, and boundless opportunities for fishing, hiking, hunting, and biking for those who thrive on outdoor experiences. For the not so adventurous, we have a strong arts community with performances in the park, local theatre, potters' guild and more!

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 Job Responsibilities:

- Plan, control, maintain and provide oversight of a comprehensive health and safety program.
- Develop, implement and audit health and safety policies, procedures and plans in accordance with legislative requirements and best practices.
- Oversee accident and incident reporting, investigations, and risk assessments and provide support and direction as needed.
- Act as the first point of contact for workplace safety inquiries or issues, providing expertise, advice, guidance, and resources.
- Coordinate, 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.
- Liaise with site JOHS committees to ensure committees meet requirements.
- Act as a resource to all employees to ensure compliance with District health and safety policies, procedures and WorkSafe legislation and regulations.
- Develop programs and/or campaigns to promote a healthy lifestyle and/or participation in fitness and wellness programs.

Required Education and Experience:

- Degree and/or diploma in Occupational Health and Safety, Disability Management or other related discipline.
- Three to five years' experience in Occupational Health and Safety within a unionized environment, preferably in a public sector environment.
- Advanced knowledge of WorkSafe, OH&S regulations legislation and any other requirements pertaining to health, safety and wellness.
- Excellent interpersonal and communication skills.
- Proven ability to provide training, guidance and direction to others.
- Professional accreditation (CRSP, CSP, CIH, ROH) or the ability to achieve accreditation is desired.

Compensation:

The compensation package will be commensurate with the qualifications and experience of the successful candidate. The salary range for the position is \$100,000 to \$125,000 and a competitive benefits package and paid time off. Further details will be provided through the recruitment and selection process.

To Apply:

Applicants are invited to submit their curriculum vitae/resume along with a supporting cover letter and three (3) professional references from current/previous direct supervisors via Make a Future at <https://buff.ly/7SLqEW5>. Applicants may also apply directly to human.resources@sd27.bc.ca.

Applications will be accepted until 4:00 pm on **Thursday July 16, 2026**. The successful applicant will be required to complete a Criminal Record Search pursuant to BC's *Criminal Records Review Act* which will be subject to review by CCSD.

We thank all applicants for their interest; however, only short-listed candidates will be contacted.