



EMPLOYMENT OPPORTUNITY

OPEN TO THE PUBLIC WITH PREFERENCE TO TH CITIZENS

Competition #: 2024-03-003

Occupational Health & Safety Officer - Permanent

Department: Human Resources

Location: Tr'ondëk Hwëch'in Offices – Dawson, YT

Posting Date: March 13, 2024

Standard Hours Bi-Weekly: 75

Start Date: Immediately

Salary: Level 8 Step 1 (\$95,335.50 annually)

Closing Date: Until Filled

Reporting to the Director of Human Resources, the incumbent is responsible for the administration and operation of the Tr'ondëk Hwëch'in Government's Occupational Health & Safety Program. The position assists in the development, monitoring and evaluation of departmental health and safety related objectives, work plans and budgeting processes. The incumbent works directly with senior management / supervisors and TH department teams to provide advice / recommendations on health and safety standards including, the procurement, storage, maintenance and performance of assets / inventories, data collection and reporting, information exchange and conducts health and safety inspections / investigations across Tr'ondëk Hwëch'in Government departments and facilities. The position supports the Human Resources Department's mandate with respect to occupational health and safety through the provision of support for employees and by creating and overseeing policies, procedures and programs, dealing with regulatory compliance and reporting requirements, and advising, coaching and training employees. The position assists with workplace harassment and bullying, disability management, workers' compensation claims, return to work programs, job design, wellness initiatives and other related core aspects of the Human Resources Department. The position is also responsible for ensuring the overall continuity, compliance and maintenance of a well-functioning Health and Safety Committee, and acts as the official spokesperson of the Tr'ondëk Hwëch'in Health & Safety Committee.

An Eligibility List may be established from this competition – the duration of the eligibility list may be up to 12 months. The eligibility list may be used to fill future permanent full-time, permanent part-time, temporary full-time, temporary part-time, term, or auxiliary on-call vacancies within the same department and classification based on the organizational needs by going the next highest ranked candidate until the eligibility list expires.

If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide. Applications will not be accepted without a cover letter and resume.

Essential Qualifications:

- Post-Secondary Diploma in a recognized Occupational Health and Safety program or Engineering Technology and successful completion of a valid Canadian Safety Certification / Designation.
- Four (4) years previous demonstrated experience working in a similar Occupational Health & Safety role, preferably working for a First Nation / government or similar federally regulated organization.
- Knowledge of Occupational Health and Safety legislation and regulations including industry specific standards e.g. ergonomics, industrial hygiene, hazardous materials, fire and safety, construction, health care, infection control, confined space entry, working at heights and general safety.
- Demonstrated experience in conducting workplace investigations including, employee relations, interviewing techniques, evidence collection, report writing, issuing orders and ensuring compliance.
- Demonstrated training and experience in conflict resolution, de-escalation, mediation, and trauma informed practices / techniques.
- Experience and knowledge of hazard, crisis and risk management, intervention and control within the workplace.
- Experience with group facilitation including, delivering training, presenting to committees, actively advising teams and participating on boards.
- Basic computer skills including MS Word, Excel, Outlook, 365, Sharepoint and utilizing digital safety software programs.

Assets:

- Canadian Registered Safety Professional (CRSP) certification (an asset).
- Basic knowledge and understanding of Tr'ondëk Hwëch'in Government structure, traditions, values as well as a sound understanding of the Umbrella Final Agreement and the Tr'ondëk Hwëch'in Final and Self Government Agreements.
- Relevant training certifications including, Incident Command (300 minimum), Confined Spaces, Fall Protection/Arrest, remote worksite / bush skills, fire extinguisher safety and similar (an asset).

Conditions of Employment:

- Criminal Records Check with vulnerable sector screening.
- Proof of valid relevant Canadian Safety Certification / Designation.
- Class 5 driver's license with a clear drivers abstract and willingness to obtain Class 4 (within 6 months).
- Standard First Aid certification (minimum) and willingness to obtain Remote First Aid Certification (within 6 months).
- TH101 cultural awareness training.

A detailed job description is available upon request.

For more information, contact Human Resources or visit our website at: Trondek.ca

Phone: (867) 993-7100 Send inquiries to: hrjobs@trondek.ca

Mail: Tr'ondëk Hwëch'in Government, P.O. Box 599, Dawson City, Yukon, Y0B 1G0

Physical Location: 1242 Front Street, Dawson City, Yukon

We thank all applicants, but only those selected for further consideration will be contacted.

*"To work together, to speak with one voice and to serve Tr'ondëk Hwëch'in Citizens
in the pursuit of a strong, healthy, and united future."*