



February 15, 2024

Internal/External Job Posting #AD10-24-01 (Repost)

Occupational Health and Safety Manager

Full-Time, Permanent

Collingwood Neighbourhood House (CNH) is a not-for-profit Society serving the Renfrew-Collingwood (RC) neighbourhood of East Vancouver. CNH's mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

This is an incredible opportunity to be part of the CNH team, where you will work with committed and passionate colleagues in the provision of health and safety program to all staff, contractors, volunteers, program participants, and clients. We encourage applicants with lived experience of structural inequity to apply, and in particular those who identify as Black, Indigenous, People of Colour, LGBTQ2SIA+, and those living with a visible or invisible disability.

JOB OVERVIEW

The Collingwood Neighbourhood House (CNH) Occupational Health and Safety (OHS) Manager will lead the improvement and maintenance of health and safety program at CNH. The OHS Manager will create and implement safe work policies and procedures for all staff, contractors, volunteers, program participants, and clients and ensure compliance with WorkSafeBC regulations and other legislative standards and practices. Duties include planning, designing, implementing and documenting CNH Occupational Health and Safety policies and procedures and safety training and other health and safety related projects. They will manage the work of the main CNH Joint Occupational Health and Safety Committee (JOHS), support secondary Health and Safety Committees in other facilities and provide advice.

SKILLS & QUALIFICATIONS

- Occupational Health and Safety Degree or Diploma from a certified BC institution is required.
- Minimum two years of experience designing, implementing and promoting safe work practices and policies within the social services and community health care setting.
- Understanding of current BC health and safety legislation, prevention policies and guidelines, and other safe work practice requirements and recommendations for the social services and health care environment fields
- Knowledge of Canadian employment laws; WorkSafe BC Regulation, BC Human Rights, Workers Compensation Act, and BC Employment Standards Act.
- Current Occupational First Aid certificate is preferred
- Experience with disability management, incident investigation, workplace inspection and job hazard analysis are preferred
- Proven experience and knowledge in data analysis / statistics
- Proven record of following through to meet deadlines
- Excellent communication skills both oral and written
- Intermediate to advanced or expert level MS Word, Excel and PowerPoint skills
- Proven experience with database management, survey software and videoconferencing
- Ability to work with a high degree of discretion and tact in handling confidential matters
- Detail oriented and ability to work with minimal supervision
- Comfortable conducting training sessions to all levels of staff

- Excellent listening, speaking, and conflict management skills
- Ability to reflect, think critically and creatively and act thoughtfully
- Practice an egalitarian philosophy and non-judgmental attitude (i.e. gender, culture, race, religion, sexual orientation, language, ability, disability, family status, economical status, and more)
- Work with others toward a shared goal, participating actively, sharing responsibility and rewards, and contributing to the capability of the team
- Energetic, self-motivated, creative and especially positive perspective
- Experience working in a not-for-profit environment is preferred
- Must be fully vaccinated against COVID-19
- Must have or be willing to get a Criminal Record Check Clearance Letter

ASSETS

- Knowledge of a language(s) other than English

JOB DETAILS

- **Schedule:** 35 hours/week
- **Compensation:**
 - Salary: \$26.73hr-28.36/hr
 - Extended health and dental benefits.
 - Paid vacation starting at 2 weeks per year plus paid sick days.
- **Location:** 5288 Joyce Street, Vancouver
- **Expected Start Date:** As soon as possible

APPLICATION PROCESS

Applicants must be legally entitled to work in Canada, with priority given to Canadian Citizens and permanent residents. If you are not currently authorized to work in Canada, CNH will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified internal and local applicants.

PLEASE SUBMIT A COVER LETTER AND RESUME TO:

Sandra Medina
 Human Resources Manager
 5288 Joyce Street, Vancouver, BC, V5R 6C9
 Email: smedina@cnh.bc.ca

Please quote reference #AD10-24-01

CLOSING DATE: Open until filled

APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.

*We thank all individuals who apply for this position and will be contacting shortlisted candidates directly.
 No phone calls please.*