



**HUMAN RESOURCES AND HEALTH AND SAFETY COORDINATOR
PERMANENT FULL-TIME
OPEN**

The Human Resources and Health & Safety Coordinator will provide day to day support for the Human Resources department focused in the areas of Health & Safety and Human Resources administration. Ensure that functions are completed accurately and timely in compliance with company and Human Resources practices. Provide guidance to managers and employees to promote a safe and positive work culture and high performing teams, while fostering a proactive and hands on approach.

Responsibilities include:

- Assist Human Resources Director in preparing job postings, developing and updating job descriptions, screening, interviewing and testing applicants.
- Support the design, development and delivery of HR policies and procedures.
- Conducting orientations for new employees and ensuring that all documents are completed and signed.
- Tracking and conducting annual in-service reviews (training) with all employees.
- Responsible for setting up and maintaining all employee administration and medical files, records retention and new hire documentation in a thorough and organized filing system.
- Coordinate, deliver and track all required safety training and orientations for staff as determined by the organization and legislation.
- Participate in and act as the Secretary for the organizations Joint Occupational Health and Safety Committee (JHSC) including preparing agendas, record, document and distribute minutes and supporting documents as well as act as the steward of this information.
- Conduct and assist with fire drills for each site and monthly inspections.
- Ensure all first aid kits are maintained and AED's are kept current.
- Conduct Victim Rescue Tests as required.
- Assist with and/or conduct incident and accident/injury and process the required reporting.
- Manage WSIB claim process and lead the organizations Return to Work Program.
- Prepare and submit all required safety reports as needed (e.g. statistics on incidents injuries and WSIB claims, reports to Ministry of Labour, WSIB, KHSC and Union as per the OHSA).
- Liaise with Ministry of Labour (MOL), Public Health, Workplace Safety and Insurance Board (WSIB), Fire Emergency Services, Public Services Health and Safety Association (PSHSA) and other relevant organizations.
- Act as Lead on all Health and Safety audits.
- Conduct research and stay abreast into health and safety best practices to inform policies and procedures as required.
- Participate in the design, development and delivery of H&S policies and programs and perform annual reviews and update accordingly.
- Promote health and safety awareness via organizing presentations, activities, and employee event.
- Provide guidance and correspondence regarding infection control procedures during outbreaks.

Qualifications:

- 1-3 years of HR experience with strong knowledge of HR practices and procedures.
- Non-profit environment and unionized experience preferred.
- Human Resources diploma/degree.
- Working towards CHRP designation.
- Working towards Health and Safety Certification.
- Demonstrated knowledge and understanding of related legislation including the Employment Standards Act, 2000, Occupational Health and Safety Act, R.S.O. 1990, C.1.
- Strong MS Office skills (Word, Excel, Outlook, etc.)
- Strong time management and organizational skills with exceptional attention to detail.
- Excellent interpersonal, written and oral communication and presentation skills.
- Comfort level with technology for communication and information management.
- Demonstrated ability to exercise sound judgment, tact and discretion.
- Ability to deal with highly sensitive and personal information in a confidential manner.
- Ability to resolve conflicts and build consensus.
- Ability to deal with people diplomatically and professionally at all times.
- Good physical health and emotional well-being.
- Reliable vehicle as travel between locations is required.

Please submit your resume along with cover letter quoting **File #129** to: Human Resources Department
Fax: (905) 294-4471 or email careers@participationhouse.net

Participation House Markham is an equal opportunity employer. We welcome diversity in the workplace and encourages applications from qualified candidates who reflect the diversity of the communities we serve. In accordance with the *Ontario Human Rights, Accessibility for Ontarians with Disabilities Act* a request for accommodation will be considered throughout the hiring process.

We thank all applicants however, only those selected for interviews will be contacted

Posted until filled