



HEALTH AND SAFETY COORDINATOR FULL TIME

OPTIONS northwest Personal Support Services is a community-based, non-profit, charitable organization which provides personal, clinical and residential supports to persons who, because of a developmental challenge, physical disability or chronic behavioural or mental health problem, require support to reach their fullest potential and to remain within their community.

Reporting to the Director, Human Resources, the Health and Safety Coordinator will be responsible for all aspects of occupational health and safety programs, including providing safety orientation and training and coordination of a proactive workplace inspection program and, WSIB claims reporting and management, attendance management and return to work programs, emergency preparedness programs, and maintenance of related records.

Qualified applicants must possess a completed post secondary education in Human Resources or an appropriate discipline along with demonstrated experience in health and safety management and training. An in-depth knowledge of the Occupational Health and Safety Act and experience with WSIB claims management is required. Health and Safety and First Aid Instructor's certifications are essential. The successful candidate will have excellent organizational, interpersonal, verbal and written skills together with a proactive leadership style. A current criminal reference check is required upon a conditional offer of employment.

Qualified applicants are invited to submit a cover letter, detailed resume and agency application form by Wednesday, September 15, 2010 to:

**HUMAN RESOURCES DEPARTMENT
OPTIONS *northwest*
95 NORTH CUMBERLAND STREET
THUNDER BAY, ON P7A 4M1
PHONE: (807) 344-4994
FAX: (807) 346-5811
www.optionsnorthwest.com**

We wish to thank all applicants; however, only those selected for an interview will be contacted.