



JOB AD
OCCUPATIONAL HEALTH & SAFETY COORDINATOR
CANADA SUMMER JOBS 2024

Options Community Services Society (OCS) is a not-for-profit social services organization providing social services south of the Fraser River from early years to seniors. Our programs and services are only possible through the power of collaborative partnerships with individuals, businesses, community groups, and government who share in our vision to support a healthy, caring community where everyone thrives.

Options Community Services is seeking an Occupational Health and Safety Coordinator for the Canada Summer Jobs 2024 program. This is a temporary full-time position dependent on funding.

As a Health and Safety Coordinator, you will play a role in supporting our health and safety initiatives, ensuring the well-being of our employees and maintaining a safe workplace.

Responsibilities include but are not limited to:

- Assisting in the development, implementation, and maintenance of health and safety practices.
- Working with department heads to assess and address specific safety needs within their respective programs.
- Assisting in the creation and delivery of safety training programs for employees, emphasizing the importance of safe work practices.
- Maintaining and collating records of safety-related activities, including incident reports, training records, and inspection findings.
- Monitoring and ensuring the proper functioning of safety documentation, safety equipment and emergency systems at a number of sites.

The successful candidate will have a keen interest in health and safety, preferably pursuing or possessing a degree in Occupational Health and Safety or a related field. Excellent oral and written communication skills are essential. The ideal candidate will be detail-oriented, with a commitment to promoting and maintaining a culture of safety at Options. The use of a vehicle will be an asset.

This role will require the incumbent to undergo a Police Information Check (PIC), and a Vulnerable Sector Check by the Ministry of Justice. This position will be paid at an hourly rate of \$21.

Eligibility Requirement:

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.



Application Process –

To apply, please submit your resume and a cover letter outlining your relevant experience and expressing your interest in the position. Please send your applications to elizabeth.roach@options.bc.ca.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Options Community Services is an equal opportunity employer and is committed to promoting diversity and inclusion within our workplace. We encourage applications from all qualified individuals.