

## PERSONNEL OFFICER (1101) – Prevention sector

### PERMANENT FULL-TIME

<b>DEPARTMENT:</b>	HR – Health and Safety (730303)
<b>WORK LOCATION:</b>	Mistissini
<b>UNION:</b>	UNU
<b>STATUS:</b>	1 Permanent Full-Time
<b>HOURLY SALARY:</b>	Min. (1) \$24.87 - Max (18) \$43.06

### SUMMARY OF THE POSITION

Person, who designs, analyses, assesses and applies professional techniques in human resources with a view to ensure optimal performance.

### SPECIFIC FUNCTIONS

Under the authority of the *Coordinator - health, safety and quality of life at work*, the incumbent supports the manager and his team in terms of work presence management in a comprehensive and participatory analysis approach to the work situation. More specifically, the incumbent actively participates in all activities relating to prevention in matters of occupational health and safety, and well-being at work. Based on the best practices in his field of expertise, he/she supports and collaborates in the identification of risks and in the implementation of preventive and corrective measures in order to ensure optimal management of health and safety in respect for practices, collective agreements and applicable laws and the well-being of employees. The incumbent develops and implements prevention and well-being programs targeting personnel, in collaboration with the various internal and external partners of the service.

This person acts an advisory support role for managers and employees in the management of occupational health and safety risks, work accidents, occupational diseases and well-being at work. To achieve this, the incumbent actively participates in the analysis of trends in prevention with the aim of making recommendations and developing appropriate strategies. In addition, the incumbent will perform the following functions:

- Coordinate all programs and initiatives in occupational health and safety;
- Act as a consultant with regard to the interpretation and application of applicable occupational health and safety laws, policies, processes and standards;
- Recommend policies, processes and internal standards in matters of occupational health and safety and ensure their implementation;
- Develop and recommend new strategies for the prevention of industrial accidents;
- May be called upon to collaborate with emergency measures or the infection prevention and control service (PCI);
- Ensure the development of a prevention plan;
- Ensure the study of work accident declaration reports, analyze the events and submit recommendations to managers concerning prevention activities, corrective measures and personal protective equipment required if necessary;
- Monitor management indicators related to prevention;
- Ensure the updating of the accident register;
- Lead as representative of the health and safety department the joint health and safety at work committee and the health and safety work sub-committees;
- Ensures the coordination of preventive inspections;
- Manage the information system on hazardous materials used at work (WHMIS);
- Performs his duties according to the guidelines recommended by the human resources department in order to respond to the issues and challenges of the organization.



## REQUIREMENTS

### Education:

- Bachelor's degree in administration, human resources management, industrial relations or any other university discipline related to the position;
- Hold a certificate in occupational health and safety, an asset.

### Experience:

- Three (3) years of relevant experience.

### Knowledge and Abilities:

- The outstanding customer approach;
- Recognized as a creative and innovative mobilizing leader;
- Good ability to work in a team by developing partnerships;
- Good analytical and synthesis skills;
- Good capacity in facilitating working groups;
- Knowledge of laws and regulations relating to occupational health and safety as well as collective agreements in force in the health and social services network;
- Knowledge of First Nations health / social services models, trends and issues is an asset;
- Knowledge of Cree culture, language and social and health issues in Eeyou Istchee is an asset;
- Excellent communication, leadership and teamwork skills;
- Excellent planning and decision-making skills;
- Good knowledge of the computer tools of the Office suite.

## LANGUAGE

- Fluency in English and French;
- Fluency in Cree is an asset.

## OTHER

- Willing to travel on a regular basis.

<b>POSTING START/END DATE:</b>	2021/06/08 – 2021/06/22
<b>POSITIONS AVAILABLE:</b>	1
<b>HOUSING PROVIDED:</b>	No
<b>SHIFT TYPE:</b>	Day
<b>HOURS PER DAY/WEEK:</b>	7.00/35.00

## HOW TO APPLY

To apply, please forward your resume to:

**Cree Board of Health & Social Services of James Bay**

Tel 514-861-5955 Fax 514-989-7495

Email [jobs.reg18@ssss.gouv.qc.ca](mailto:jobs.reg18@ssss.gouv.qc.ca)

With your application, please make sure to specify the Posting # and the Job title on which you wish to apply.

**WE THANK ALL CANDIDATES WHO APPLY, HOWEVER ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

## NOTES

In accordance with various Sections of the James Bay and Northern Quebec Agreement (JBNQA), the organization has the objective of staffing all of its positions with qualified and competent beneficiaries of the JBNQA.