



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Occupational Health and Safety Specialist and Trainer	
Position Number	Community	Division/Region
48-15935	Yellowknife	Corporate and Support Services / HQ

## PURPOSE OF THE POSITION

The Occupational Health and Safety Specialist and Trainer supports the Northwest Territories Health and Social Services Authority (NTHSSA) through research, development, delivery and evaluation of Occupational Health and Safety training programs that ensure NTHSSA staff have a healthy and safe workplace, as well as, the competencies to safely carry out their responsibilities in accordance with the Northwest Territories *Workers' Compensation Act, the Safety Act and Occupational Health and Safety Regulations*.

## SCOPE

While the Tł'cho Community Services Agency (TCSA) will operate under a separate board and the Hay River Health and Social Services Agency (HRHSSA) will also operate under a separate board in the interim, the Northwest Territories Health and Social Services Authority (NTHSSA) will provide leadership in the development of clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories (NWT). Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

The Department of Health and Social Services (DHSS) plays an important role in the connectivity between the NTHSSA, the TCSA and the HRHSSA because it establishes the common policy framework and common standards for the entire system. Operational consistency and collaboration across these three authorities is required to provide a quality, integrated Health and Social Services system for the NWT.

Corporate and Support Services (CSS) is accountable for the planning, implementing, monitoring and evaluation of programs and services that support the delivery of quality health and social care across the NWT. NTHSSA, CSS provides strategic direction and

leadership with regard to information and health technology, communications, corporate planning and reporting, patient movement, occupational health and safety, records management, and facility operations across the NTHSSA.

The Occupational Health and Safety (OHS) Specialist and Trainer reports to the Territorial Manager, OHS, and is based in Yellowknife. The incumbent supports the efforts of senior management in two areas: to ensure that NTHSSA employees have the opportunity to gain the skills and knowledge required to meet the NTHSSA's OHS Program, and to support a healthy and safe workplace.

Consistent OHS training for all staff is key for the improvement of OHS culture across the NTHSSA. The OHS Specialist and Trainer is responsible for fostering positive working relationships throughout the six regions of the NTHSSA, consulting with other GNWT departments, similar agencies in other jurisdictions, Infection Prevention and Control (IPAC), Quality Risk Management (QRM) staff, and the Workers' Safety and Compensation Commission (WSCC). The incumbent also works closely with the OHS Nurse.

The OHS Specialist and Trainer will be expected to develop, deliver or source training identified by the Territorial Manager, OHS, which will include the following: Supervisor Safety Familiarization, Joint OHS Committees for Co-Chairs and Members, Performing Inspections, WSCC Reporting, Internal Reporting, Safe Lifting and Handling, Safe Accommodations, Non-Violent Crisis Intervention, Fit Testing, Site Specific Workplace Hazardous Materials Information System (WHMIS), and more. The position will also take into account the *Hospital Insurance and Health and Social Services Professions Act*, the *Mental Health Act*, the *Public Health Act*, the *Medical Professions Act* and Medical and Professional Staff Bylaws of the NTHSSA, the *Nursing Profession Act*, the *Child and Family Services Act*, *Access to Information and Protection of Privacy Act* and the *Health Information Act*, and all other relevant legislation pertinent to the NTHSSA to develop effective training.

With direction from the Territorial Manager, OHS, the OHS Specialist and Trainer provides advice and support to management, the Joint OHS committees and the Advanced Safety Committees. When required, the incumbent will assist the Territorial Manager, OHS in reviewing health and safety legislation, policies, procedures, and industry best practices, to ensure that the NTHSSA's OHS Program remains current and in compliance with the NWT Safety Act and associated regulations.

Additional responsibilities include assisting Supervisors/Managers interpret OHS legislation, apply NTHSSA OHS program elements, and identify solutions to control hazards as well as mitigate risk at NTHSSA work sites.

The OHS Specialist and Trainer may supervise summer students, interns, casual staff and external contractors, as needed, and is required to provide leave coverage for other OHS related roles throughout the NTHSSA.

## **RESPONSIBILITIES**

- 1. Develop, implement, monitor and evaluate NTHSSA OHS training initiatives.**
  - Lead the research, development, and prioritization of training programs for a diverse range of OHS Program elements.
  - Develop training material using multiple forms of communication and media strategies.
  - Audit OHS training programs to ensure standards are met.
  - Establish and maintain contact with other agencies, government departments, and training and development agencies.
  - Assist each region, division, Joint OHS Committee and Advanced Safety Committees with identifying specific training concerns and solutions.
  - Draft briefing notes and reports concerning training programs and delivery.
  - Assist with the identification of the levels of training required by function or position for all modules, not only those that incumbent is directly responsible for.
  - Track completion of training, assignments, exams, scores, etc., for all NTHSSA staff.
  - Communicate with Supervisors/Managers of NTHSSA staff on training performance and completion, providing recommendations for further action as required.
  - Verify external training providers conduct training with Cultural Safety and northern context in mind.
  - Liaise with contracted training providers and organize training content as well as physical requirements such as space, training materials, etc.
- 2. Deliver training and workshops in headquarters and regional centers.**
  - Co-ordinate and deliver training sessions.
  - Administer and review assessments to ascertain levels of comprehension and readiness for new system.
  - Provide feedback and recommendations to participants as required.
- 3. Provide direction and mentorship around the development and maintenance of the NTHSSA's OHS Program.**
  - Provide feedback and education on OHS policies, procedures, strategies, and plans that promote health, safety, and wellness for all NTHSSA staff.
  - Provide OHS advice, tools, and resources to Supervisors/Managers, Joint OHS Committees, and Advanced Safety Committees regarding various OHS related activities including the interpretation, application, and compliance with prevailing acts, regulations, policies, procedures, practices, and safe accommodations.
  - Work with individual work sites to perform hazard assessments and risk analysis for NTHSSA positions, and rank hazardous tasks and conditions based on the NTHSSA risk matrix.
  - Assist in incident investigations by working with Supervisors/Managers to identify contributing and root causes; make recommendations for solutions to prevent future incidents.

- Create or amend existing physical demands analyses of NTHSSA positions to reflect opportunities for safe accommodation during the Return to Work process while working with GNWT Duty to Accommodate Officers.
- Monitor incident reporting database for employee related safety events.
- View OHS through a Cultural Safety lens and recommend improvements that are appropriate for our northern context.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Duty travel is required for this position whereby the incumbent conducts incident investigations (including those resulting in severe injury or a fatality).

The incumbent will be required to move from one task to another with minimal notice and be flexible in the order of completing tasks.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of current GNWT OHS Framework and NTHSSA policies, structures, and administrative systems, and processes.
- Knowledge of OHS Program development and implementation; conducting investigations; interpreting and applying legislation and/or policies.
- Ability to analyze, interpret, and apply relevant acts, standards, policies, practices, and procedures in the area of health, safety, and wellness.
- Problem solving, time management, and planning skills to prioritize complex issues and balance a busy work schedule.
- Ability to express, ideas, concepts, judgments and recommendations to professionals and lay people in a clear and concise manner using appropriate verbal, written and graphic means.
- Ability to work effectively in a diverse cultural, institutional, and geographical context.
- Ability to use diplomacy, discretion, tact and restraint while using conflict management/resolution skills to maintain an appropriate learning environment and maintain effective learning opportunities.
- Technological skills to aid and support a variety of learning modalities, as well as competence in standard computerized office software including word processing,

spreadsheet, flow chart, presentation, electronic mail and communications.

- Ability to apply creative and innovative training approaches to standards, procedures, policies and directives within NTHSSA to meet territorial needs.
- Written and oral communication skills including speaking, listening, observing, identifying, and reporting.

**Typically, the above qualifications would be attained by:**

Completion of a relevant degree (Business, Education, Health, etc.), and a minimum of three (3) years of related experience, preferably in a health and social services (HSS) environment.

An equivalent combination of education and experience will be considered

**ADDITIONAL REQUIREMENTS**

Completion of, or involvement in a recognized Occupational Health and Safety (OHS) degree, diploma or certificate programs or the ability to apply for the Canadian Registered Safety Technician (CRST) designation or eligibility to attain would be an asset.

Proof of immunization in keeping with current public health practices is required.

**Position Security**

No criminal records check required  
 Position of Trust – criminal records check required  
 Highly sensitive position – requires verification of identity and a criminal records check

**French language (check one if applicable)**

French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION  
Basic (B)  Intermediate (I)  Advanced (A)   
READING COMPREHENSION:  
Basic (B)  Intermediate (I)  Advanced (A)   
WRITING SKILLS:  
Basic (B)  Intermediate (I)  Advanced (A)   
 French preferred

**Indigenous language: Select language**

Required  
 Preferred