



Infection Prevention and Control & Occupational Health and Safety Coordinator Full Time Term to March 31, 2024

JOB SUMMARY:

The Infection, Prevention, Control and Occupational Health, and Safety Coordinator is responsible for the implementation, management, and evaluation of the infection Prevention and Control (IPAC) and Occupational Health and Safety (OHS) Programs for the Hay River Health and Social Services Authority (HRHSSA). The responsibility of the IPAC and OHS Coordinator includes establishing practices to minimize risk of infectious disease for clients, staff and visitors, and maximizing health and safety programming for staff in accordance with Federal and Territorial legislation, as well as policies and procedures of the HRSSA.

JOB QUALIFICATIONS:

- Knowledge of word processing programs, spreadsheets, and SharePoint.
- Interpersonal and inter-group skills to effectively lead and facilitate internal, external, individual, or multidisciplinary division team or group.
- Organizational, time management, analytical, facilitation and presentation skills to manage multi-disciplinary responsibilities in a timely and effective manner.
- Communications skills, both written and oral, to develop and maintain internal and external networks to achieve work objectives, with the ability to prioritize work in a team based setting.
- Analytical and problem-solving skills to investigate and initiate corrective action to problems/issues encountered during the planning, development and delivery of operational initiatives, programs, and services.
- Ability to prioritize work in a team-based setting.
- Ability to apply creative and innovative approaches to policies and health to meet territorial needs.
- Ability to develop and maintain positive working relationships with individuals, agencies, elected community leaders, and employees to communicate program information, including the ability to obtain and respond to feedback from these individuals.
- Ability to build solid partnerships and strategic alliances based on trust and to work with a variety of people from different backgrounds and personalities.
- Ability to understand the geographical and cultural needs of the people and to apply sensitivity to how community and culture impact the delivery of health care.
- Knowledge of teaching and learning principles.
- Knowledge of, and ability to, analyze, interpret, and apply relevant acts, standards, policies, practices, and procedures in the area of health, safety, and wellness.
- Knowledge of and/or the ability to acquire knowledge of current Government of the Northwest Territories (GNWT) OHS Framework and HRHSSA policies, structures, and administrative systems, and processes.
- Knowledge of, and ability to apply, best practices in OHS Program development and implementation; conducting investigations; interpreting and applying legislation and/or policies.
- Interpersonal skills to maintain working relationships with senior managers and staff from other departments; ability to work in a collaborative manner.
- Strategic thinking skills and judgment, as well as ability to research, analyze and synthesize multiple concepts and priorities.

This level of knowledge is typically acquired through the completion of a Bachelor's Degree in Nursing or other Health Care Profession and a minimum of three (3) years of work-related experience in a health or social services discipline required.

Completion of an IPAC Canada approved IPAC course is required.

Strong knowledge of current OHS legislation and practice would be an asset.

Certification with the Certification Board of Infection Control (CBIC) and membership with Infection Prevention and Control (IPAC) Canada would be considered assets.

Canadian Registered Safety Professional (CRSP) designation or eligibility to attain would be an asset.

Other combinations of experience, education and skills will be considered on an individual basis.

A copy of the full Job Description can be found at www.hayriverhealth.ca under the 'Employment' tab.

Salary: Under Review
Status: Full Time Term to March 31st, 2024
Competition#: 108-22
Closing Date: Open until suitable candidates found

In addition to an attractive salary, we offer a Northern Allowance of \$2.60 per hour up to \$5,282 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

Interested applicants may submit a resume or application, quoting competition number to:

**Human Resources
Hay River Health & Social Services Authority
37911 Mackenzie Highway
Hay River, NT X0E 0R6
Fax: (867) 874-8345
hrhssa_competitions@gov.nt.ca**

*If you would like this information in another official language, contact us at (867) 874-8111
Si vous voulez ces informations dans une autre langue officielle, contactez-nous à (867) 874-8111*