



Infection Prevention & Control and Occupational Health & Safety Coordinator, Quality & Risk Management

Salary: Range 18, \$56.65 to \$71.22 per hour)

Status: Casual, No guarantee of hours

Competition #: CA26-007

Closing Date: June 9, 2026

The Infection Prevention & Control (IPAC) and Occupational Health & Safety (OHS) 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.

Qualifications:

- Knowledge of Infection Prevention and Control management and surveillance including evaluation methods, epidemiology, infectious disease mitigation and outcome indicators.
- Knowledge of how to design and facilitate a change process. The ability to build and work with groups and teams, planning and implementing change, skilled in group dynamics and conflict resolution.
- Ability to acquire and apply knowledge of health and social services legislation in the NWT, including the *Hospital Insurance and Health and Social Services Administration Act*, *Communicable Diseases Act*, *Public Health Act*, *Coroners' Act*, *Safety Act* and regulations, *WSSC Act* and regulations, *Access to Information and Protection of Privacy Act (ATIPP)*, *Health Information Act (HIA)* in order to assess, plan, implement and evaluate OHS and infection control practices.
- Ability to apply a high level of sensitivity in responding to and handling client and staff concerns.
- 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.



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- 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.

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. Must possess a valid Class 5 Driver's License.



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In addition to an attractive salary, we offer a Northern Allowance of \$2.33 per hour, up to \$4,538 per year, extended health and dental benefits, a generous relocation package, ample leaves, and abundant in-house training. All job offers are subject to references, a criminal records check (including the vulnerable sector), and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

The Priority Hiring ranks shall be as follows:

- Indigenous Canadian, meaning a member of a Canadian First Nation, or an Inuk or Métis person;
- Long-Term Northern Resident, meaning a person who has lived at least half their lives in the Northwest Territories;
- People living with disabilities as defined in the Northwest Territories Human Rights Act, or members of the LGBTQA2S community;
- Northern Residents, meaning persons who have resided in the Northwest Territories for at least twelve (12) continuous months at the time of application.

Candidates shall be invited to identify their eligibility for Priority Hiring in the job posting at the time of application.

For full job description, including required knowledge, skills & abilities, please see job posting/job description on our website at www.hayriverhealth.ca under the 'Careers' section.

How to apply:

Applicants should send their resume via email to hrhssa_competitions@gov.nt.ca