

CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

EMPLOYMENT OPPORTUNITY

Health and Safety Administrator



Program/Dept: Administration
Reports To: Human Resources Manager
Type of Employment: One (1) Year Full-time Term Contract
Wage: \$42.55 - \$52.90 per hour (Level 7)
Hours of Work: 37.5 hours per week

Closing Date: Friday, May 23, 2025 4:00pm EST

The Health and Safety Administrator is responsible for planning, implementing and overseeing the organization's health and safety program and compliance with statutory obligations. The position will also maintain and update the Community Emergency Plan and ensure organizational awareness of the plan. The administrator will provide technical advice to the organization as it relates to everyone's safety, health and safety legislation, reporting requirements and best practices. Establish processes and procedures, manage and coordinate all training and exercises, write plans, and works with agencies to develop and implement emergency, security, disaster and health and safety related programs. Collaborate with and develop partnerships with federal and provincial counterparts, industry, community agencies/organizations, to review/recommend policies related to emergency and Health and safety management; and to identify opportunities that will further minimize the effects of any emergency or incidents within the Chippewas of Nawash Unceded First Nation.

Qualifications

- Experience working in a First Nation and or Indigenous community and or organization
- Diploma in Emergency Management, Human Resources, Business Administration or directly related field and three (3) years' experience in a health and safety related role.
- Two (2) years' supervisory including coaching/mentoring or delivering training to groups
- Experience with disability claims, return to work plans, WSIB or equivalent
- Joint Health and Safety Committee experience would be considered an asset
- Valid Class G Driver's Licence
- CPR First Aid or ability to obtain within probationary period
- Acceptable recent Criminal Record and Vulnerable Sector Check
- Professional designation in Occupational Health and Safety (i.e. Canadian Registered Safety Professional (CRSP))
- Knowledge of federal and provincial acts, codes, regulations and legislation that pertains to health and safety and human resources including, but limited to Occupational Health and Safety, Human Rights, Canadian Labour Code, etc.
- Skilled with office equipment, computers and various software including Microsoft ie: Outlook, Word, Excel, etc.
- Excellent knowledge of potentially hazardous materials/practices and emergency management

Equivalencies that include a combination of education and experience may be considered.

CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

How to Apply

Submit cover letter – must address the qualifications outlined with resume.

Drop off or mail to: Administration Office, Chippewas of Nawash Unceded First Nation, 135 Lakeshore Blvd. Neyaashiinigmiing, Ontario, N0H 2T0. Identify position applied for on outside of the envelope. **Fax:** 519.534.2130 **E-mail:** employment@nawash.ca For more information or to obtain a copy of the job description, please visit our website <https://www.nawash.ca/employment-opportunities/> or by call the Band Office at 519.534.1689

- All applications are appreciated, however, only those selected to interview will be contacted. We strive to provide current CNUFN Employees and CNUFN Band Members with correspondence in regards to the status of their application/candidacy
- Preference will be given to CNUFN Band Members and those of Aboriginal decent who identify at time of application
- While COVID-19 vaccinations are not currently mandatory, they are encouraged for the safety of all employees, clients and community as a whole; a policy is in place, and accommodations are provided for those unvaccinated
- Due to the nature of positions, a recent acceptable Criminal Record and or Vulnerable Sector Check may be requested and paid by the Employer