



Medicine Hat Catholic
Board of Education

Competition #397
Temporary Occupational Health & Safety Officer 0.40 FTE
08:30-12:00 Monday-Thursdays at the
Catholic Education Centre

Start Date: June 14, 2021

End Date: August 31, 2022

Closing Date for Applications: Monday June 7, 2021 @ noon

Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2600 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

Description: The ideal candidate should possess a combination of education and experience that would serve to enhance schools, staff, and students.

The successful candidate must:

- Plan/implement OH&S policies and educational programs according to current legislation
- Ongoing analysis and interpretation of related health and safety best practices
- Perform incident investigations including creation/amendment of hazard identification and assessments
- Develop strategies to mitigate/control risk using incident record management to determine root cause and identify lessons learned
- Inspect workplaces to ensure equipment, materials, and work practices are in compliance with health, safety, and environmental controls
- Possess strong analytical and problem solving techniques
- Possess enhanced time management and organizational skills
- Self-directed, independent, and highly motivated with the ability to work under minimal supervision
- Strong interpersonal and communication skills

Qualifications and Skills:

- Combination of a related post secondary diploma including a minimum of 2 years experience as safety professional may be considered
- Possession of or the ability to obtain designation as a Canadian Registered Safety Professional (CRSP) is considered an asset
- Previous experience in occupational health and/or safety is an asset
- Competent in the use of Technology (Google e-mail and internet navigation)

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the Division, will undertake to follow, both in and out of your employment with the Division, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

For more information, please contact: Mr. Chuck Hellman, Deputy Superintendent at (403) 502-8352.

Reply with Cover Letter, Resume, and [Support Staff Application Form](#), along with current pastoral reference (if available) to resumes@mhcbce.ab.ca. Please reference the Competition # on the cover letter. A [Criminal Records Check](#) and [Alberta Child Services Intervention Record Check](#) will be required upon commencement of employment.

Visit us at [Medicine Hat Catholic Board of Education](#)
Great Schools – Fantastic Staff – Exceptional Student Programming

We thank all those that apply. Only those selected for an interview will be contacted.