



JOB POSTING
Health & Safety/ Human Resources Coordinator
Full Time Permanent
A Child's World- Family Child Care Services of Niagara
344 Avon Street, Welland, L3B 6E5

A Child's World is a not-for-profit organization established in 1970 providing quality early learning and child care for children from birth to age 12. A Child's World is proud to have a team of over 200 Educators that serve more than 900 children in the Niagara Region. As a member of the Administration team, the successful candidate will report to the Executive Director and work in conjunction with the Human Resources Coordinator, as well as the full Administration team. The H&S/HR Coordinator will assist in providing leadership and direction regarding Health and Safety and wellness programs.

Qualifications:

- Post-secondary education in Human Resources Management with a focus on health and safety
- 3 years' experience in Human Resources and/or Health and Safety
- Occupational Health and Safety Diploma
- WSIB certification
- Knowledge of all applicable statutes (Ex. Ontario Occupational Health and Safety Act and associated regulations)
- Strong computer skills and proficiency in the products offered in Microsoft Office Suite
- Possess accurate and efficient work practices along with clear communication skills
- Ability to work with groups of professionals in a collaborative environment
- Ability to accommodate competing demands.
- Ability to maintain a high degree of confidentiality
- Ability to lead, manage and achieve identified goals
- Excellent organizational and time management skills
- Strong interpersonal and critical thinking skills.
- A positive and professional demeanor with a passion for supporting our team
- A satisfactory Criminal Reference Check with a Vulnerable Sector screening
- Standard First Aid with CPR "C"
- Valid drivers' license required for travel within the Niagara Region

Responsibilities:

- To work in collaboration with the Administration team in implementing policies, programs, and practices to develop a strong foundation to support a culture committed to employees' safety at each child care location
- Implement and maintain comprehensive training program(s) that maintains compliance within all regulatory responsibilities we are required to adhere to

- Use assessment tools and make recommendations to increase the effectiveness of the Health & Safety program
- Participate, investigate, and communicate the root cause of an incident to avoid similar situations and share the corrective actions
- Participate in developing specific return to work programs for individuals trying to integrate back into a modified work program
- To participate in committees within the community.
- To attend and participate in mandatory meetings.
- To promote and advocate for A Child's World in the community.
- To interact in ways that demonstrate respect, trust and cooperation.
- To visit the child centres as required
- To co-ordinate Health and Safety trainings.
- To participate in Professional Development.
- To perform scheduled and essential cleaning and disinfecting tasks as mandated.
- To perform any other duties related to the position as directed by A Child's World.

A Child's World welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Interested applicants are invited to submit a resume and cover letter by Thursday September 29, 2022.

Email: kim.cole@acw.on.ca

Fax: 905-735-1147

Mail: A Child's World, 344 Avon Street, Welland, ON L3B 6E5 (Attention Kim Cole)

Only those applicants being considered for an interview will be contacted.

Salary: To be discussed

Hours: 40 hours/ week

Start Date: Immediately