



Organizational Health and Wellness Advisor

About Us

Loyalist is Ontario's Destination College, empowering students, faculty, staff, and partners through experiential, industry cluster-based education, training and applied research programs. Located on more than 200 acres in the beautiful Bay of Quinte region, the College is perfectly positioned between Toronto, Ottawa, and Montreal. Loyalist College is a close-knit community where students and their success come first. Loyalist provides personalized attention in small classes, rewarding field placements, and superior student services. Its Belleville, Bancroft, and Toronto campuses and Port Hope satellite location support programs and services for more than 3,000 full-time and 12,000 part-time students each year.

About the Position

We have never been so conscious of the need for wellness as over the past 14 months. For you, though, a passion for the wellness, health and safety of others, and yourself, is what characterizes your career. Now you're ready to bring your passion and your expertise to an organization whose core values align with what matters to you.

As the Organizational Health and Wellness Advisor for Loyalist College, you will be part of a caring, learning community whose commitment to health and safety is reflected in the exceptional success it has had in keeping keep staff and students safe through the pandemic, in providing wellness supports, and in ensuring that the standards of overall health and safety are always met or exceeded.

In this role, you will join a small and vibrant People and Culture department that is focused on the overall culture of the College, and the services and programs that support a diverse and inclusive learning environment. For the first several months you will report directly to the Vice President of People and Culture. As conditions related to the pandemic change, and the department continues its evolution, you will report to a manager on the team.

Your immediate focus will be to support the organization in a gradual return to campus over the next several months. This focus sits inside the overall portfolios you will oversee related to health, safety, wellness and employee leaves.

You'll ensure all rules and regulations pertaining to the Ontario Health and Safety Act and the Ontario Employment Standards Act are respected. Your ability to plan, organize and analyze, as well as your outstanding capacity to lead by influence are keys to your success in this role. You have an ability to react when required, and to recognize opportunities to be proactive. Your discretion, compassion, care and professional knowledge are defining elements of your approach to your work.

OPERATIONAL RESPONSIBILITIES

1. Manage Workplace Hazards and Risks:

- Working with the Joint Health and Safety Committee, identify workplace hazards; developing and implementing strategies to mitigate risk.
- Ensure incident forms are completed for all incidents which are brought to the attention of People and Culture and/or the Joint Health and Safety Committee.
- Maintain accurate accident/incident reports and investigation procedures.
- Review injury and illness trends and identify problem areas and solutions.
- Participate in and/or provide direction to others conducting incident investigations, including following up to ensure the implementation of identified corrective actions.
- Participate in safety planning meetings as required.
- Ensure that monthly workplace inspections are maintained and keeping updated records of these inspections.
- Communicate with the Ministry of Labour as necessary.

2. Promote College-Wide Wellness Programs and Initiatives:

- Participating in, acting as resource to, and publishing minutes of Joint Health and Safety Committee meetings and working closely with the Joint Chairs.
- Leading the Wellness Committee, and where appropriate acting on recommendations either directly or via oversight of others.
- Monitoring, coordinating, and implementing Occupational Health & Safety programs, including CPR/First Aid Training, and proactively identifying opportunities for development.
- Researching best practices in Health and Safety/ Organizational Wellness and suggesting improvements to current programs.

- Producing a yearly Health and Safety Report for the Board of Governors and identifying areas of strength, weakness and opportunity for the College.

3. Promote Workplace Wellness:

- Assessing the College's health and safety training needs and sourcing safety training and awareness programs where required.
- Managing the EFAP program and STD/LTD support programs, sharing statistics and trends from these programs with the Vice President, People and Culture and College Executive Team.
- Accepting consults from members the management team with any questions related to Health and Safety, worker safety plans, etc.
- Ensuring that the safety boards and health and safety communications for staff are maintained and up to date (e.g., brochures, posters, etc.)
- Managing the College's return to work program (after short-term or long-term sick leave) in accordance with collective agreements and College policy, and providing advice and effective recommendations to departmental Managers in developing appropriate accommodations for employees.
- Administering the short-term and long-term disability programs by ensuring compliance with all aspects of the programs including reporting, claim management and claims analysis.
- Representing the College in Health and Safety matters and liaising with regulatory authorities and safety associations. Ensuring necessary regulatory permits and/or reports are completed as required.
- Providing or arranges for health and safety environmental testing (Indoor Air Quality, Noise, etc.).
- Conducting individual ergonomic workstation assessments, recommends modifications and authorizes "ergonomic" purchases of new office furniture.

QUALIFICATIONS

- Three (3) year diploma or degree in health & safety, human resources or related field.
- Minimum of five years of experience in the health and safety field, including experience developing, implementing, and evaluating policies, initiatives and programs.

- Thorough knowledge of Health & Safety legislation and industry standards, including experience working with a Schedule 2 WSIB employer.
- Canadian Registered Safety Professional” (CRSP) designation completed or in progress.
- Joint Health and Safety Certified Member (Part 1 required, Part 2 considered an asset).
- Certification in First Aid/CPR.
- Good organizational skills and attention to detail.
- Highly organized with the ability to handle multiple tasks and work well under pressure.
- Excellent interpersonal skills to build positive relationships with internal and external stakeholders of the College.
- Excellent presentation skills, with demonstrated ability to deliver workshops/seminars to adult learners.
- Self-starter with the ability to work independently.

If you are interested in this opportunity, please submit your application, quoting the competition **#ADM21-04R** in the email subject line. Please send a covering letter and a resume in MS Word (docx) or PDF format no later than **May 21, 2021** to:

People and Culture

E-mail: humanr@loyalistcollege.com

Loyalist is committed to promoting a diverse and inclusive college community. We encourage and welcome applications from marginalized and equity seeking groups. Loyalist College is committed to accommodating applicants with disabilities throughout the hiring process. If you have accommodation needs, please inform us as soon as possible by sending an email to humanr@loyalistcollege.com.

Please note: Following an offer of employment, candidates with Canadian credentials will be required to provide official transcripts from the granting educational institution(s); candidates with international credentials must provide World Education Services (WES) www.wes.org/ca evaluation (at their own cost) confirming Canadian equivalency of their credentials.