

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Finance and Administration Occupational Health & Safety Officer

About The CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing the eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM's Department of Finance and Administration (DFA) is currently looking for a motivated and knowledgeable candidate to fill the role of **Occupational Health & Safety Officer**.

Position Overview

Under the direction of and reporting to the Director of Finance and Administration, the Occupational Health and Safety (OHS) Officer is responsible for monitoring health and safety hazards and developing strategies to prevent, control and eliminate accidents and occupational injuries within the CMM. The OHS Officer will inspect work environments, equipment, and practices to ensure proper compliance and safety practices are followed. This position will also lend support to member communities in establishing safe working practices and policies.

Overview of Responsibilities

- Enforce the Occupational Health and Safety Act and Regulations by issuing workplace directives and stop work orders if necessary.
- Liaise between both Federal/Provincial agencies to ensure the workplace is following regulations and receives regular updates.
- Reviewing and writing reports, paperwork, attending and coordinating meetings as needed.
- Participate in workplace audits and investigations of safety concerns, incidents, and accidents.
- Create a safety plan of action/protocols and review often to ensure the plan stays updated.
- Conduct workplace inspections to ensure that equipment and materials do not present a safety or health hazard to employees, and to help maintain a safe and healthy work environment.
- Develop and implement health and safety programs, including standard operating procedures, policies, and training to mitigate risk, optimize worker's health and safety, and foster a positive occupational health and safety culture.
- Monitoring and assessing the safety of the employees and remaining involved in safety incidents throughout their entirety.
- Keeping accurate records of employee injuries, workplace accidents, or health and safety issues in the workplace (including field crew safety) and preparing detailed written reports and recommendations.
- Make recommendations of any updates to training and CMM safety protocols as necessary.
- Work with The CMM staff to promote and maintain a healthy and safe working environment.

- Provide support to The CMM Member Communities in building capacity with Occupational Health & Safety.

Position Requirements:

- Post Secondary degree or College certificate in Occupational Health & Safety or related field.
- Minimum of two years of direct experience working in Occupational Health and Safety.
- Knowledge and understanding of the Occupational Health and Safety Act and related regulations.
- Knowledge of inspection and investigation procedures.
- Excellent communication skills, written and spoken.
- Proficiency in MS Office (Word, Excel, PowerPoint, and Outlook etc.)
- Ability to work independently and in a team environment.
- Ability to coordinate many tasks, people, and competing priorities.
- Ability to think strategically and able to look at the larger picture.
- Experience working in or with First Nation communities.
- Experience working in a fast-paced environment.
- Valid driver's license and reliable transportation with ability to travel within Nova Scotia as required.
- Have a successfully completed Criminal record check.

Why work with us?

The Confederacy of Mainland Mi'kmaq (The CMM) is well known throughout Canada as a professional organization that is committed to providing a pleasant and healthy working environment for all its employees. As an organization, we understand that a great work/life balance is essential to success. As a full-time employee you can expect:

- An atmosphere that is both professional and family oriented.
- Enrollment in the organization's benefits packages on your first day of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP).
- Generous amounts of paid time off (Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus 1 week of discretionary vacation time (up to 2 weeks with 10 years of service).
- Social Committee, Staff Days, Staff Knowledge Days, etc.

If you would like to join The CMM Family, please see below on how to apply for this position.

Salary/Employment Term:

Salary Range: \$45,000 to \$55,000 per year. This is a Permanent Position (pending successful one-year probationary contract).

Application Deadline: Open Until Filled

Submit Cover Letter AND Resume to:

Human Resources
c/o The Confederacy of Mainland Mi'kmaq
PO Box 1590, Truro, Nova Scotia B2N 5V3
Email: HR@cmmns.com

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who provide an up-to-date CV along with a cover letter and qualify for an interview will be contacted.** The successful candidate may be required to submit a current criminal record check. **Applicants must provide proof of Canadian Citizenship or Permanent Residency***