



EMPLOYMENT OPPORTUNITY

OCCUPATIONAL HEALTH AND SAFETY (OHS)/WATER QUALITY OFFICER

POSITION TITLE	OHS/Water Quality Officer
DEPARTMENT	Human Resources
SALARY	\$ 50, 000 - \$ 60, 000 per annum
TERM	Full-Time/Permanent
LOCATION	Liverpool, Queens County Nova Scotia Works with all communities and locations, as required: Hammonds Plains, Yarmouth, Shelburne, Medway, Wildcat, Ponhook, Liverpool, and Gold River
ESTIMATED START DATE	November 2025

Wasoqopa'q First Nation (formerly Acadia First Nation) is governed as a custom band under the provisions of the Indian Act with established bylaws, policies and procedures. The First Nation's electoral system constitutes an election once every five (5) years with positions for one Chief and eight (8) councillors. Chief and Council elect, are the governing body responsible for making decisions for the overall health and well-being of communities, Elders, youth and families.

Wasoqopa'q First Nation is unique in its geographical composition, spread throughout the Southwestern regions of Nova Scotia spanning five counties from Yarmouth to Halifax, encompassing six (6) reserves - Yarmouth, Ponhook, Medway, Wildcat, Gold River, and Hammonds Plains, in both rural and urban settings. To support administration and business operations, Wasoqopa'q First Nation, with supporting staff, provides programs and services within two (2) Health Centres, a Youth Centre, two (2) Community Centres, six (6) administration offices, and six (6) business establishments, including economic development, education, employment, fishing, forestry, health, housing & maintenance, human resources, and social.

POSITION OVERVIEW AND OBJECTIVE

WFN is currently recruiting for a Occupational Health and Safety (OHS)/Water Quality Officer, reporting to the Director of Human Resources, responsible for developing, implementing, and monitoring health, safety and community-based water monitoring and awareness programs for Wasoqopa'q First Nation workplaces, buildings, and community housing infrastructure, working collaboratively with employees and community members, in compliance with legislative standards and the Guidelines for Canadian Drinking Water Quality.

ESSENTIAL FUNCTIONS AND DUTIES

OCCUPATIONAL HEALTH AND SAFETY

- Establish and implement a Health and Safety Plan that supports administration and business operations, including specific considerations for Health Centres, Housing and Maintenance, and the Weli-Ankweyasimk Women's Shelter
- Foster a positive occupational health and safety culture, providing awareness and education regarding safety in the workplace to mitigate risk and build employee capacity
- Conduct regular workplace inspections, risk assessments, and safety audits to identify hazards and recommend corrective actions.
- Establish and maintain a Return to Work Program in administration and business operations to support employees on leave returning to the workplace following incident and or injury



- Lead the development of a Joint Occupational Health and Safety Committee across administration and business operations in compliance with Health and Safety Standards
- Ensure all JOHSC representatives are trained, certified and in good standing
- Coordinate employee safety training and toolbox talks to educate employees on safe work practices.
- Organize, input and maintain the BIS Software for health and safety, in partnership with Complete Safety Training Inc.
- In collaboration with the HR Administrator, organize and implement OHS mandatory training for all employees
- Maintain an inventory of health and safety equipment across administration and business operations locations, including service dates and expiries
- In collaboration with the HR Administrator, maintain an up to date employee health and safety database of employee training certifications and expiries
- Collaborate with Business Managers, to support workplace investigations in business operations, as required
- Lead workplace investigations, in collaboration with the Director of Human Resources and the Executive Director, in administrative locations to address workplace incidents; prepare reports and implement preventative measures
- Ensure compliance with relevant legislation, health and safety standards
- Develop, review, and implement community-specific OHS programs, policies, and safe work practices (SWP's), depending on job and task
- Ensure that health and safety responsibilities are clearly defined, communicated, and understood by all employees.
- Build and maintain productive and positive working relationships with levels of government, enforcement agencies and health and safety committees.
- Prepare and submit quarterly and annual reports
- Plan and organize annual fire evacuation drills and emergency procedures in administration and business operations locations
- Monitor and maintain safety records, documentation, and reports for internal and regulatory purposes.
- Provide advice on personal protective equipment (PPE) and ensure proper usage by staff.
- Stay updated on new laws, regulations, and best practices in occupational health and safety.

COMMUNITY BASED WATER QUALITY MONITORING PROGRAM

- Establish and maintain a two-eyed seeing approach to a monitoring program that provides a comprehensive strategy for water quality management in WFN workplaces, building and community housing
- Conduct routine water sampling and testing for microbiological quality, chlorine residuals, and other parameters in accordance with the Guidelines for Canadian Drinking Water Quality
- Perform on-site analysis using portable testing devices and equipment
- Follow established water sampling guidelines and strict sampling protocols to ensure the integrity and accuracy of samples
- Lead the input, maintenance and access of the community based WaterTrax system, ensuring sampling data is securely stored, sampling data is up to date and accessibility is maintained
- Prepare and submit regular reports detailing water quality status and monitoring activities
- Organize and manage water sampling schedules in WFN workplaces, buildings and community housing
- Accurately record all test results, observations, and data on water quality data sheets and in the regional database system (e.g., WaterTrax).



- Report any test results that exceed acceptable levels to the designated Environmental Public Health Officer, Indigenous Services Canada and WFN Housing and Maintenance
- Follow the community's emergency response plan in the event of an adverse water quality incident in WFN workplaces, building or community housing.
- Assist the Environmental Public Health Officer with follow-up sampling and investigations to find sources of contamination and implement measures to address findings
- Maintain monitoring equipment and supplies, ensuring all instruments are calibrated and properly stored in accordance with Canadian Water Sampling Standards
- Promote water quality safety and awareness within WFN workplaces, and communities through education and outreach initiatives
- Assist in the development and implementation of Emergency Response Plans related to WFN workplaces, building and community housing water systems.
- Provide support during emergencies, including increased monitoring and public notifications, as directed by the Environmental Public Health Officer or WFN Council
- Adhere to all Wasoqopa'q First Nation (WFN) Policies, Procedures and necessary procedures, as required
- Working in a team environment, other duties, training and activities, as required

REQUIRED EDUCATION/CERTIFICATION/EXPERIENCE

- WFN Member, First Nation or Indigenous
- Bachelor's degree or diploma in Occupational Health and Safety, Environmental Health, Public Health or related field (or equivalent work experience)
- Previous experience in conducting fieldwork, sampling, and following technical procedures is considered an asset
- Previous experience in conducting risk assessments, safety audits, and accident investigations
- Previous experience working in a Mi'kmaw community
- Knowledge of Federal and Provincial Occupational Health and Safety Acts
- OH&S, First Aid & CPR and WHMIS Certification is considered an asset
- Valid Driver's License and access to reliable transportation is required
- Criminal Record Check and Vulnerable Sector check required upon hiring
- Child Abuse Registry Check, every two years is required

REQUIRED ABILITIES, SKILLS AND COMPETENCIES

- Exceptional oral and written communication skills, with an emphasis on report-writing skills
- Exceptional problem-solving skills, ability to solve unique situations while keeping positive professional attitude
- Strong analytical, problem-solving, and organizational abilities
- Strong multitasking skills, ability to prioritize tasks and meet deadlines
- Ability to work independently with minimal supervision and travel frequently within WFN communities
- Demonstrated proficiency in Microsoft Excel, Word, Outlook, and PowerPoint with an ability to learn new databases and other software applications.
- A commitment to fostering, cultivating, and preserving a culture of diversity, equity and inclusion
- Demonstrated adherence to integrity, confidentiality, and sincerity, commitment to maintain standards of conduct and sound work ethic

WORKING CONDITIONS

- Hours of work are expected to occur during regular office hours for Wasoqopa'q First Nation, which are 8:00 am to 5:00 pm, Monday to Thursday, inclusive



- Travel is required to attend conducting water sampling, meetings, conferences, information sessions, and on-site visits to properties/assets/ construction sites
- Occasionally, travel and meetings may fall outside of the regular working hours
- A valid driver's license and access to reliable transportation is required
- A great deal of time is spent working indoors in well maintained, heated/ventilated environment with modern and up-to-date equipment
- Long period of work with office equipment and computer can occur
- The environment can be busy and noisy, with frequent interruptions while doing tasks

APPLICATION REQUIREMENTS

Submit Cover Letter and Resume to resumes@acadiaband.ca **Please quote OHSOFFICER# on your cover letter and indicate your salary expectations for this position.

WFN appreciates the interest of all applicants, only those selected for an interview will be contacted. WFN does not assume candidate expenses related to this recruitment process.

In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, if all qualifications are equal, preference will be given to persons of Aboriginal ancestry and if a Wasoqopa'q First Nation Band member.

DEADLINE TO APPLY

Deadline to Apply: October 21, 2025

Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.

We are a community. We make a difference.