



**JOB POSTING
HEALTH AND SAFETY OFFICER
FULL TIME INDEFINITE
HUMAN RESOURCES
DEPARTMENT OF FINANCE AND ADMINISTRATION**

**SALARY LEVEL: PAY BAND 8 \$76,371.30 - \$113,048.18 ANUALLY
DEADLINE TO APPLY: DECEMBER 20, 2024 AT 4:00PM**

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Talent & Wellbeing Manager the Health & Safety Officer (HSO) will be responsible to ensure that the MCA organization complies with the standards of Health & Safety under the Canada Labour Code, Part II, prescribed regulations, and provincial legislation applicable to the organization. This position requires the HSO to stay current with health and safety laws and regulation that pertain to the MCA. The HSO responds to and investigates complaints and concerns from the workers/employer and recommends appropriate action. Investigates accidents and injuries that occur in the workplace. Responsible for the establishment of workplace health and safety committees and provides guidance on role within organization. The HSO will be responsible for administering a Workplace Health and Safety Management Program (WHSMP) inclusive of policies, procedures and standards that relate to MCA Health and Safety measures.

QUALIFICATIONS:

- Bachelor's degree in Occupational Health and Safety or related field, with one (1) year experience in the health and safety field.
OR
- Post Secondary diploma in Health and Safety or related field with a minimum of three (3) years experience in health and safety field.
- Must attain certification with the Board of Canadian Registered Safety Professionals (BCRSP) within 2 years from time of hire.
- Clear Criminal Reference Check is mandatory for entrance and access to vulnerable sectors of MCA.
- Must utilize personal vehicle during the course of employment.

All interested applicants **MUST** submit the following documents:

1. A cover letter,
2. Resume,
3. Copies of all relevant certificates/diplomas
4. Copy of certificate of Indian status or Copy of Secure Indian Status (if applicable)
5. Three references submitted on a Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.
6. Applicants must be able to travel to all northern portions of Akwesasne, including through the United States as necessary.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before the start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only those candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit applications using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M1A0

Drop Off: 10 Akwesasne Street, Administration Building #3, Akwesasne, Quebec H0M1A0