Edmonton Catholic Schools is now accepting applications for the position of

**Occupational Health and Safety Intern**
(New position; Temporary)

Edmonton Catholic Schools is a large urban school district whose mission is to provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another. The District is comprised of over 41,000 students and 5,000 employees in 90 schools and other sites.

The Occupational Health and Safety (OHS) area has a temporary position (4-6 months) available for an OHS Intern in our Facility Services Department. We are seeking a junior level intern with education that directly relates to OHS. Additional OHS experience in construction management or maintenance services will be considered an asset. Strong coordination skills and communication skills are essential. This position works closely with and reports to the OHS Advisor and will be responsible for a variety of tasks supporting the delivery of the District’s Facility Services programming.

This is a temporary, full-time (35 hours per week) position with a salary of $21.86 per hour commencing as soon as possible with an approximate end date of August 31, 2017.

Please email a letter of interest and resume by 9:00 a.m. Tuesday, March 14, 2017 to:

Siju John, District OHS Advisor at
resumes@ecsd.net

Position will remain open until a suitable candidate is found.

We thank all candidates for their interest. Only applicants considered for the position will be contacted.

Prior to employment, successful candidates will be required to submit clear Police Information Check and Intervention Record Check documents.

A complete job description is shown below.
Job Profile

**JOB IDENTIFICATION**

<table>
<thead>
<tr>
<th>Incumbent: Vacant</th>
<th>Working Title: Occupational Health and Safety Intern</th>
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</thead>
<tbody>
<tr>
<td>Supervisor’s Name: Melanie McCulloch and Siju John</td>
<td>Supervisor’s Working Title: Occupational Health and Safety Advisor</td>
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<tr>
<td>Location: Catholic Education Services</td>
<td>Department/Program: Human Resource Services/Employee Relations</td>
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**JOB PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.

The job supports the delivery of Occupational Health and Safety (OHS) throughout the District and will be focussed on these projects:

- Review hazard assessment documentation
- Conduct hazard assessments
- Review safety considerations addendum to Alberta Union of Provincial Employees (AUPE) job descriptions

The work is performed in compliance with District and Government of Alberta policies and procedures, regulations, legislation and acts.

**JOB RESPONSIBILITIES AND ACTIVITIES:** Normally a job has four to eight core responsibilities, each of which shows what the job is accountable for, within what framework, and what the added value is to the organization. For each responsibility, **approximately four activities should be described. List the core responsibilities in ascending order of importance.**

1. Assist with the implementation and delivery of health and safety activities in the District.
2. Support the production of OHS performance metrics and reports.
3. Assist the advisors in developing site-specific hazard assessments
4. Conduct hazard assessments under the direction of an advisor
5. Review, update and recommend removal of information posted on the OHS portal on the Human Resource Services website
6. Review safety consideration documents for AUPE jobs to ensure wording is readily understood by employees, line managers and supervisors
7. Participate in joint worksite safety meetings and associated initiatives
8. Other duties as assigned
JOB QUALIFICATIONS - KNOWLEDGE, EXPERIENCE AND COMPETENCIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others, not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

<table>
<thead>
<tr>
<th>Knowledge and Experience</th>
<th>Competencies</th>
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<tbody>
<tr>
<td>▪ Successful completion of the first year of the Northern Alberta Institute of Technology (NAIT) Diploma, or other post-secondary institutes program.</td>
<td>▪ Excellent written and verbal communication skills</td>
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<td>▪ Knowledge of Microsoft programs including Word, Outlook, and Excel.</td>
<td>▪ Ability to relate to a range of stakeholders</td>
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<td>▪ Knowledge of Alberta Occupational Health and Safety Legislation and the Certificate of Recognition (COR) program.</td>
<td>▪ Strong teamwork skills and the ability to work independently</td>
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<td>▪ Knowledge of occupational health, safety, and management systems.</td>
<td>▪ Good needs assessment and analytical skills</td>
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<td>▪ Knowledge of records management policies and procedures</td>
<td>▪ Good problem solving skills</td>
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</table>

Signatures:

The signatures below indicate that the incumbent, supervisor and manager have read, discussed, and agreed that the information accurately reflects the work assigned.

Intern

__________________________  ______________________  __________
Name                        Signature                     Date

Supervisor

__________________________  ______________________  __________
Name                        Signature                     Date

Supervisor

__________________________  ______________________  __________
Name                        Signature                     Date