



HEALTH, SAFETY & WELLNESS SPECIALIST

HEALTH, SAFETY & WELLNESS SPECIALIST (1.0 FTE)

Voted one of Maclean's Top 100 Charities of 2020, YW provides preventive & restorative services to women & their families to help them thrive. YW is committed to support people experiencing domestic violence, advocating for mental health, & enabling women's economic prosperity.

As the health, safety & wellness of YW team members and participants is top priority, you will play a key role in contributing to YW's strategic direction through continuously evolving the Health, Safety & Wellness (HS&W) strategy & culture with aligned policies, programs and reporting. You will build and implement a robust & holistic education & training platform. Reporting to the Vice President, Technology, Digital Strategy & Marketing, you are part of YW's supervisory leadership team & you will provide leadership, coaching & development to the Administration function & team.

WHAT MOVES YOU

- Sharing your knowledge & passion to engage leaders & team members to lead cultural transformation, innovation and continuous improvement
- Teamwork, collaboration & being part of a learning organization energizes you
- Your excellent communication skills make it easy
- You approach your work & others through the lens of equity, diversity and inclusivity

WHAT YOU'LL DO

- Build & evolve the HS&W strategy, programs, practices, reporting and training
- Proactively recognize & encourage positive OHS practices and alignment to program & legislative requirements, supporting the HS&W committee
- Build a robust & holistic education and training platform for leaders & employees
- Audit HS&W management systems, analyze statistics & trends, conducts root cause analysis for prevention strategies
- Lead the Administration function & team with a focus on developing team members' capability and engagement
- Develop & maintain cross-YW standardized records management and administrative practices in compliance with legislation
- Provides day-to-day leadership & oversight on privacy-related matters, escalating matters as appropriate
- Conduct inspections, investigations & responds as appropriate to workplace incidents

WHAT YOU'VE DONE

- 5+ years of experience in a health, safety & wellness role
- Post-secondary education & training in OHS & W or related field of study
- Certificate in OH&S or equivalent. CRSP or CRST certification is an asset
- Proven ability to build & evolve a HS&W culture, programs, processes & capacity
- Remain current & demonstrate growth in HS&W knowledge including industry best practices & legislation changes
- Skilled change agent with proven ability to lead & facilitate change initiatives
- Prior leadership experience both formally in leading a team and informally leading and influencing beyond your team
- Systems thinker – ability to envision & implement systems and processes across organizations
- Excellent communication & interpersonal skills
- Strong proficiency in Microsoft Office suite
- General understanding of privacy legislation

As a condition of employment, YW Calgary requires the successful candidate to be fully vaccinated. Where the candidate has not obtained the vaccine, the candidate will be considered on an exceptional case by case basis; YW Calgary will adhere with its obligations under the Alberta Human Rights Act."

If you want to work to change lives, we want to meet you.

Competition Number: 2022068

Deadline: September 23, 2022

www.ywcalgary.ca/work-with-us

Apply today with resume, cover letter, and salary expectations to careers@ywcalgary.ca

YW Calgary is committed to providing an equitable, diverse and inclusive workplace where all employees, clients and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, and/or disability, feel valued and respected.