



...making a difference!

McMan

***Your amazing career begins right here.***

## HEALTH, SAFETY AND ENVIRONMENT COORDINATOR

### McMAN SOUTH REGION

McMan South Region has an opportunity for a new role as a **Full Time Health, Safety and Environment Coordinator**.

McMan Youth, Family and Community Services Association is a non-profit organization which provides support to youth, adults and families in the south region with offices in Medicine Hat, Brooks, Lethbridge and Pincher Creek.

#### **Here is how you will contribute in this role with McMan South Region:**

- Responsible for organizing and administering all aspects of the Health, Safety, and Environment (HSE) Management System for McMan South and ensuring compliance with federal, provincial, and local regulations and company policies.
- Provide effective, professional advice and administration of the HSE requirements including inspections, audits, chairing meetings, reporting, record keeping, providing training and investigations.
- Internally audit the HSE System to maintain compliance and provide coaching and training as required.
- Travel is required to all McMan offices.

#### **Here is what we have to offer:**

- A rewarding career in a positive workplace that promotes a healthy work/life balance.
- Ongoing paid training.
- Competitive wage according to education and experience.
- Group Benefits: extensive group benefits package, company paid pension, Employee and Family Assistance Program, time off allowances.

#### **Here is what you need to get an interview:**

- 1-3 years' experience in safety and environment administration and knowledge of provincial and federal legislation is required.
- A Health & Safety Administration Certificate, Certified Safety Professional (CSP) or Associate Safety Professional (ASP) or previous Certification of Internal Auditing through any certifying partner is an asset.
- Previous experience in the field of human services or non-profit is an asset.
- Advanced Microsoft Office skills including Word, Excel, PowerPoint and Outlook.
- Ability to work independently with a high level of integrity.
- Strong interpersonal, communication and coaching skills.
- Clear Criminal Record Check and Child Intervention Record Check dated within the last six months.
- Valid Alberta Driver's License, Driver's Abstract, use of reliable vehicle with minimum \$2M Third Party Liability Insurance, current Standard First Aid CPR Level C Certificate.

***If you're looking to make a difference, make it with McMan!***

To apply please email a cover letter and resume to [jennifer.stuart@mcmansouth.ca](mailto:jennifer.stuart@mcmansouth.ca) before 4:30 pm on **December 23, 2020**.