



# *Provincial Job Description*

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**TITLE:** (059) Healthy Workplace Coordinator      **PAY BAND:** 11

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Plans, coordinates, implements and evaluates the Healthy Workplace program.

***QUALIFICATIONS:***

- ◆ Certificate in allied health program

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Intermediate computer skills
- ◆ Communication, organizational and interpersonal skills
- ◆ Ability to work independently
- ◆ Valid drivers license

***EXPERIENCE:***

- ◆ **Previous:** Twenty-four (24) months previous experience in health care service delivery, health care education and/or service program development, delivery and evaluation.

## ***KEY ACTIVITIES:***

### **A. Health Needs / Priorities / Goals**

- ◆ **Assesses health needs and conducts surveys.**
- ◆ **Generates recommendations for programming.**
- ◆ **Evaluates established programs.**
- ◆ **Seeks and responds to employee and/or committee feedback.**

### **B. Healthy Workplace Programming**

- ◆ **Plans, implements, coordinates, promotes and evaluates programs.**
- ◆ **Recruits instructors.**
- ◆ **Establishes contracts with instructors.**
- ◆ **Establishes program schedules for a variety of sites.**
- ◆ **Ensures appropriate equipment is purchased and maintained (e.g., fitness equipment).**
- ◆ **Creates monthly health and safety promotional materials.**

### **C. Administrative Function of Programs**

- ◆ **Develops committee guidelines, reports and statistical forms.**
- ◆ **Contributes to formulation of budget (Healthy Workplace programs).**
- ◆ **Orders supplies.**

### **D. Communication**

- ◆ **Establishes and maintains co-operative and collaborative relationships with stakeholders to achieve common Healthy Workplace goals.**
- ◆ **Communicates information to create understanding, capture interest and gain support.**
- ◆ **Communicates with program instructors and participants as required (e.g., evaluations).**
- ◆ **Acts as a contact/resource for projects/work relationships.**
- ◆ **Liaises with Public Affairs Department regarding external communications.**
- ◆ **Presents information regarding general Occupational Health and Safety information, policies and procedures to new employees.**

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: 2005***

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