



Provincial Job Description

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

FOR FACILITY USE:

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 driver's 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: April, 2011