



**District School Board of Niagara invites applications for the following position:**

## **Human Resources Assistant – Health, Safety and Wellness**

One (1) full-time position

The District School Board of Niagara is inviting applications for the position of Human Resources (HR) Assistant – Health, Safety and Wellness. The Board provides a comprehensive educational program for approximately 36,000 students in the Region of Niagara. The Board has 17 secondary schools, 80 elementary schools and approximately 4,500 staff members. Additional information regarding the Board is available on the Board's website at [www.dsbni.org](http://www.dsbni.org).

The primary duties of this position will include, but are not limited to:

- Provide administrative support and assistance to various HR identified priorities e.g. the Health, Safety and Wellness Teams (Student Injury Prevention Initiative committee, disability management, workplace accommodations);
- Develop and maintain programs, including development of training programs and ensuring annual compliance with staff;
- Maintain existing programs i.e. WHMIS, Workplace Inspections, Staff Training – tracking and follow-up, etc;
- Support initiatives re: training, data entry, maintaining databases for compliance training, reporting, risk assessment, PPE and fit testing etc.

The preferred candidate will demonstrate strengths in the following areas:

- Demonstrated skills in organization, time management, data inputting and record taking;
- Interpersonal and communication skills, including problem solving and conflict resolution;
- Proficiency in computer skills – Microsoft Office, database management, D2L, procurement, NAV financial system etc.;
- Relationship building and promotion of a collaborative culture with all Board staff and Unions/Federations;
- Working knowledge of Board Administrative Policies and Procedures, Collective Agreements, Occupational Health and Safety Act, Ontario Human Rights Code, Workplace Safety and Insurance Act, other related employment laws and regulations.

Qualifications include:

- University or College degree; experience in business, communications, health and safety preferred, or qualifications deemed equivalent by the Board.

**This a full-time position (35 hours per week) within the Board's Administrative Management Group which includes a competitive salary (Range \$48, 469 - \$57,702 per year) and a comprehensive benefits package.**

**Candidates are asked to electronically submit a covering letter and resume, no later than 4:00 pm on Wednesday, October 31, 2018 to MaryLou Crevier, Administrative Assistant to the Superintendent of Human Resources at [marylou.crevier@dsbn.org](mailto:marylou.crevier@dsbn.org). Please use subject line – Human Resources Assistant – Health, Safety and Wellness.**

We appreciate the interest of all applicants but will only be interviewing select candidates based on job-specific criteria.

Director of Education  
Warren Hoshizaki

Chair of the Board  
Dale Robinson

For the safety of students, all school board staff require a criminal record check prior to commencement of employment. The DSBN is committed to equity for all students and staff, and to delivering the highest quality education through a qualified workforce that reflects diversity of the communities we serve. Upon request, we will provide reasonable accommodations in the hiring process to support applicants with disabilities.