

Position:	Summer position- Wellness, Health and Safety Coordinator	Hours:	35 hours/week
		Compensation:	\$20.60/hr
File No.:	FACSFLACSJ-2324-05	Number of Positions:	1
Employment Type:	Full-time Contract (14 weeks)	Location:	817 Division Street, Kingston ON
Date Posted:	January 24 th 2024	Closing Date:	February 4 th 2024

Position Summary:

The Wellness, Health & Safety Summer Student is responsible for providing support in the delivery of the organizational health & safety and wellness programs/initiatives for the agency. The student will work closely with the human resources team assisting in the confidential administration support and coordination of the day-to-day human resources and wellness, health and safety activities. The student will assist and support the team in a variety of HR and wellness & health and safety activities including committee support, coordinating and tracking of related documentation with records and claims management.

Tasks and Responsibilities:

- Support projects that include organizational Health and Safety Program & Policy Development, Ergonomics and Wellness programs
- Support Joint Health and Safety Committee, incident report data management Assist in coordinating wellness activities such as, mental health awareness and training
- Maintaining records and databases and other confidential documentation
- Providing administrative support to the Human Resources & Wellness, Health & Safety Specialist
- Assist with supporting the early and safe return to work of employees with illness and or injuries.

Required Qualification:

- Human Resources Management Diploma/Degree programs, or Occupational Health and Safety or equivalent
- Ability to work in a team environment
- Excellent organization, planning and writing skills
- Excellent communication and problem-solving skills
- Proficiency in Windows environment using Microsoft Office Suite
- Criminal Reference Check

- Due to subsidy requirements, must be between the ages of 18 - 30
- Proficiency in French would be considered an asset

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: recruitment@facsfla.ca by **February 4th, 2024.**
 - Please include the competition number and the title of the position in the subject line of the email.
 - Please submit cover letter and resume as single attachment.
 - When applying for multiple positions, please submit a separate application for each position following the above instructions.
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For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

At FACSFLA, we are committed to building an inclusive and diverse workforce to provide the best support to the children, youth and families we serve. We strongly encourage applications from all qualified individuals from equity seeking groups including but not limited to African Canadian, Indigenous, people with disabilities, LGBTQ2S+ communities to apply.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca .

FACSFLA is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) [<https://www.facsfla.ca/about/accessibility>] and the Ontario Human Rights Code.

While we appreciate all applications, only those selected for an interview will be contacted. We thank all applicants for their interest in FACSFLA and for applying.