

Wellness, Health and Safety Coordinator – Summer Position

FACSFLA-2526-25

We uphold our responsibility to a community-wide vision of belonging, safety and well-being for children and young people within family, community and culture.

Employment Type: Full-Time Temporary

Duration: To be confirmed

Location: Kingston

Anticipated Start Date: April 20, 2026

Schedule: N/A

Hours of Work: 8.30am to 4.30pm

Hours Per Week: 35

Available Positions: 1

Salary Range: \$22.20 per hour

Posting Date: February 5, 2026

Internal Closing Date: N/A

External Closing Date: February 19, 2026

Please note that these positions are pending funding from Government of Canada.

Job Summary:

Supports health, safety, and wellness programs through policy development, committee coordination, record management, and mental health initiatives. Provides administrative assistance and helps facilitate safe return-to-work processes.

- 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 Qualifications:

- Ability to work in a team environment
- Possess a valid Ontario driver's license with access to a reliable vehicle
- Excellent organization, planning and writing skills
- Excellent communication and problem-solving skills

- Ability to effectively respond to crisis situations to ensure child safety
- Proficiency in Windows environment using Microsoft Office Suite
- Flexible hours of work are required
- Criminal Reference Check and Vulnerable Sectors Check
- Knowledge of the Child, Family and Youth Services Act and Ministry standards and guidelines is an asset
- Due to subsidy requirements, must be between the ages of 18 - 30
- Proficiency in French would be considered an asset

How to Apply:

- Email your resume and cover letter to the People and Culture team at RECRUITMENT@FACSFLA.CA
- Include the Competition File Number AND Job Title in the Subject Line

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Equity, Diversity and Inclusion

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. In support of our Strategic Priorities, we are seeking members who reflect diverse identities, lived experiences and perspectives to assist the organization in reflecting the community we serve. This is consistent with our obligation under the Ontario Human Rights Code to ensure that our hiring practices remain equitable to candidates from groups protected by the prohibited grounds under the Code.

Accommodation

The Agency will provide support in its recruitment processes for applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact a member of the People and Culture team at recruitment@facsfla.ca

To learn more about FACSFLA, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

