



**Opaskwayak Health Authority  
Beatrice Wilson Health Centre  
External Posting**

Opaskwayak Health Authority is seeking a qualified individual to fulfill the role of **Quality and Safety Coordinator** in the **Human Resources** department at Opaskwayak Health Authority.

**Job Summary**

Reporting to the Human Resource Manager, the Quality and Safety Coordinator is responsible for accreditation, quality improvement, client safety, and workplace health and safety; works in a multidisciplinary team in consultation and collaboration with OHA employees, coordinators, and program managers; follows OHA policies and HR procedures; ensures organizational compliance with all relevant federal and provincial regulations and legislation; participates in committees and may assist with other duties within the scope of the department.

**Position Requirements:**

- Diploma - Patient safety, quality management or workplace health and safety (preferred)
- Certificate - WHMIS, TDG, Fire Safety, Incident Command System, Office Ergonomics, Patient Safety, PHIA, Quality Improvement (preferred)
- 2 years of experience in accreditation, quality improvement, client safety or workplace health and safety (required)
- Experience in training and group presentation (required)
- Combinations of education and experience may be considered
- Satisfactory employment record including attendance at work

**Closing Date:** Open Until Filled

**Applications Must Include:**

- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- Copy of **credentials** (licenses, training, education)
- Three **internal professional letters of reference** - 2 supervisors/coordinators or managers and 1 colleague. Please note if you do not provide internal references, HR will select the references.
- **Criminal record with vulnerable sector and child abuse registry checks** (or indication that they have been applied for)
- **Personal contact information** (phone & email)

**This is a preference competition.** All applicants are encouraged to apply, however first consideration for this competition will be given to current OCN employees, OCN members & Indigenous applicants. Applicants are requested to self-declare at the time of application.

Your application will not proceed to an interview without the above information. **Please note that only applicants selected for an interview will be contacted.**

To obtain a complete job description, for additional information or to apply for this position please contact or submit your application to:

**Human Resources**  
Opaskwayak Health Authority  
Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0  
Email: [hr@ocnhealth.com](mailto:hr@ocnhealth.com)

Please mark all correspondence **"CONFIDENTIAL"**.

Please visit our website: [www.beatricewilsonhealthcentre.ca](http://www.beatricewilsonhealthcentre.ca) for job postings.