



**Opaskwayak Health Authority
Beatrice Wilson Health Centre
Job 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)
- Contact information for **three (3) references** (supervisor, manager, or colleague/coworker) – must include their position/title, current place of employment, email, and phone number
- **Criminal record with vulnerable sector and child & adult abuse registry checks** – no more than a year old (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 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
Please mark all correspondence **"CONFIDENTIAL"**.

