

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

<u>POSITION:</u>	Occupational Safety, Health & Accident Insurance Manager, Kahnawake Labor Office (KLO)
<u>DURATION:</u>	Indeterminate, Full-Time Nine (9) Month Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$1,267.13 to \$1,431.38 Per Week
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	37.5 hours per week
<u>DEADLINE FOR APPLICATION:</u>	Thursday, July 11, 2024 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED</u> <ul style="list-style-type: none">✓ Applicant checklist✓ Letter of intent✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website: www.kahnawake.com/jobs

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Aboriginal candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



Job Title:	Occupational Safety, Health and Accident Insurance Manager
Division:	Kahnawà:ke Labor Office
Reports To:	Director of Kahnawà:ke Labor Office (KLO)
Name of Incumbent:	TBD
Purpose:	
Under the supervision of the Director of Kahnawà:ke Labor Office, oversees and manages the MSI Program, Occupational Safety and Health including safety and health programs and standards, awareness, training, and inspections.	
Roles & Responsibilities	
To manage the Compensation for Industrial Accidents and Occupational Diseases Program (MSI)	
<ul style="list-style-type: none"> • Develops strategic plans and enhancements/upgrades for the Industrial Accidents and Occupational Diseases Program (MSI); • Establishes program priorities, goals, and objectives with the assistance of the KLO Director; • Manages the human resource and financial needs for the delivery of programs and services; • Research and monitor provincial and federal government insurance industry rules and regulations; • Coordinates the investigation and research into situations that affect the delivery of MSI services, claims, etc. • Promotes and markets the programs and its products; • Counsels community members in resolving individual situations; • Participates as required in any negotiation processes; • Contributes to the development of a Kahnawà:ke Law regarding the Compensation for Industrial Accidents and Occupational Diseases. 	
To manage the Occupational Safety and Health Program under the authority of the KLO.	
<ul style="list-style-type: none"> • Develops strategic plans and enhancements/upgrades for the Occupational Safety and Health Program; • Establishes program priorities, goals, and objectives with the assistance of the KLO Director; • Manages the human resource and financial needs for the delivery of programs and services • Promotes and markets the programs and its products; • Counsels community members in resolving individual situations; • Assist in the negotiations with the CNESST to discuss issues concerning jurisdiction, protocols, and possible joint ventures; 	



To manage the development and delivery of Safety and Health Training Programs to the Community

- Develops professional training standards under the Occupational Safety and Health Program;
- Ensures the delivery of safety training;
- Research, plan, and conduct training programs/seminars ensuring safety and training for specific industries and employers based on occupational hazards;
- Monitor safety training requirements and programs of Employers.

To oversee inspections and investigations on worksites, job sites, and facilities that fall under the authority of the KLO.

- Ensures the investigations of “on-the-job accidents and incidents”;
- Coordinates the follow-up on inspection reports and complaints of hazardous conditions to ensure that corrective measures are addressed;
- Analyses data regarding incidents and accidents for Strategic Planning;
- Ensures that site inspections are carried out confirming worker certification cards and cross-referencing reported workers to actual workers on site;
- Oversees fraud investigation and surveillance.

To advise the Community and KLO on Risk Management, Safety Training, and Awareness

- Researches current trends in occupational safety and health and construction and coordinates the development and implementation of prevention and safety programs in the community;
- Contributes to the development of a Kahnawà:ke Law(s) regarding the Occupational Health and Safety and Construction Certification authority of the KLO;
- Participates on ad hoc committees related to the Occupational Safety and Health and Construction Certification authority of the KLO;
- Provides recommendations to the Labor Portfolio Chief for political attention and /or response;
- Meets with contractors and workers to explain the function and responsibility of the Construction and Occupational Safety and Health Programs and their role within the community.

Supervises the MSI Rehabilitation and Benefits Specialist and evaluates performance

- To provide guidance and direction;
- Ensures training and continuous employee development;
- Conducts performance evaluations.

The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Decision-Making Authority:

- Determining and establishing direction, goals and objectives, standards, targets, and benchmarks for the Occupational Safety and Health and MSI programs, in conjunction with the KLO Director;



- The development of policies for the Occupational Safety and Health and MSI programs;
- Deciding what constitutes hazardous and/or unsafe conditions at worksites and public facilities;
- Determining contacts and networking requirements;
- Deciding on program operations;
- Setting program competency and capacity requirements;
- Deciding on performance and objective requirements for direct reports;
- Establishing appropriate forums, linkages, and communications methods;
- Taking action and makes crucial judgment calls in operational crisis.

Accountability:

- Taking action, in accordance with safety regulations/codes, on corrective measures that affect the safety and health of employees and general public;
- Addressing and responding to all community complaints in relation to Occupational Safety and Health and MSI issues;
- Ensuring that duplication of insurance coverage is minimized and value to MSI clientele is maximized;
- Establishing appropriate networks and relationship with external governmental counterparts;
- Upholding the political integrity of the Council of Chiefs;
- Dealing with internal and external clients in a tactful, discreet and courteous manner;
- Maintaining confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.

Education & Experience

- Bachelor's degree in civil engineering with relevant courses in Business Administration, plus one (1) year relevant experience;
OR
- DEC or DEP in a construction trade and/or Diploma in Occupational and Safety and Health, plus Completion of OSHA (Occupational Safety and Health Administration) 30 Hour course and/or ASP Safety Course, plus three (3) years relevant experience in a related field.

Knowledge, Skills, Abilities, and Other Attributes:

- Knowledge of the Kahnawà:ke Labor Office rules, regulations, procedures, and including Safety and construction Programs, the Mohawk Self Insurance Program, and the Fair Wage Process;
- Knowledge of Provincial, Federal, and OSHA (Occupational Safety and Health Administration) safety codes, regulations, and standards;
- Knowledge of the Quebec Accident Insurance Regime including relevant Quebec Laws, Labor Relations, and rules governing the function in Quebec;
- Inspection and Investigation skills and techniques;
- Ability to use sound judgement, take initiative, and apply various problem-solving techniques when necessary;

Mohawk Council of Kahnawake



P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

'Isi Nikaio 'tenhiseró:tens Ne Onkweshón: 'a Rotiio 'tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

- Budget and Project Management skills;
- Strong organizational skills with ability to multi-task and prioritize;
- Leadership, team management, and interpersonal skills;
- Supervisory skills and ability to provide guidance and direction to others;
- Ability to communicate effectively, both oral and written;
- Ability to prepare concise technical reports and presentations;
- Sound knowledge of databases, Word, and Excel and the ability to learn various computer programs;
- Valid Quebec Drivers' License and access to a vehicle is mandatory;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

Working Environment

- Five-day work week and normal office environment;
- Some site visits as needed;
- Occasional overtime may be required in order to meet construction needs in the community;
- Ability to exercise flexibility to attend to crisis and emergencies;
- Moderate travel.

Commitment Statement

I serve my community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____