



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

PO Box 129 ~ 341 Shuswap St. S.W. ~ Salmon Arm, BC, V1E 4N2 ~ Phone: (250) 832-2157

HUMAN RESOURCES COORDINATOR – WELLNESS, HEALTH & SAFETY

The North Okanagan-Shuswap School District invites applications from individuals who are seeking a challenging and rewarding opportunity in a vibrant and beautiful environment. The start date for the position is negotiable depending on the availability of the successful applicant but is anticipated that the appointment would be effective as soon as possible.

Our District

In the North Okanagan-Shuswap School District, we serve just under 6700 students in 26 schools through a variety of sites located around Shuswap Lake and the North Okanagan. We are known for strong academic achievement, a thriving trades and careers program, and a rich culture of school athletics. The school district enjoys comprehensive Local Education Agreements with each of four First Nations bands. One elementary, one middle, and one secondary school offer French Immersion. Our Strategic Plan prioritizes a “students first” focus on success, organizational efficiency, and a culture of health and wellness as our key goals.

Our Communities

With year-round recreational activities in a spectacular natural setting, we offer a small-town atmosphere with big city services. You'll find musical and theatre performances, garden markets, wineries, and opportunities for world class boating, biking, hiking, and golf right outside your door. Add in quick access to larger centers and very affordable housing, and it is clear that the North Okanagan-Shuswap is a truly desirable place to live.

The Candidate

The Human Resources Coordinator is an excluded position and reports directly to the Assistant Superintendent. This position performs a critical role in the delivery of a wide range of professional HR services that includes employee wellness initiatives, attendance support, OH&S management, compliance and training; development of disability management and RTW programs; liaising with WorkSafeBC, our local unions, District management and other stakeholders; and supporting the Human Resources department with grievance handling and workplace investigations.

The successful candidate will possess superior interpersonal skills, outstanding technical skills, and demonstrated abilities to be resourceful and adaptable in a complex and changing environment, in addition to:

- Completion of a Bachelor's Degree in human resources, health sciences, or business, with additional specialized training in disability management or a Post-secondary degree, diploma, or certificate in Occupational Health and Safety;
- Qualification, or commitment to become qualified, as a Canadian Registered Safety Professional (CRSP) would be considered an asset;
- Minimum of four years of related experience including experience in employee wellness programs, health and safety and/or disability management, return-to-work, disability prevention and rehabilitation, preferably within a multi-union environment;
- Extensive knowledge of the *Workers' Compensation Act*, *Occupational Health and Safety Regulations*, and any other applicable legislation;
- Knowledge of human resources legislation and professional practices relating to labour relations, human rights, attendance support, HR planning and development, and WorkSafeBC Rehabilitation Services and Claims Manuals;
- Experience in the public sector environment, particularly in K-12 education, is an asset.

This is a full-time 12-month position with an annual salary range for this position is \$79, 771.00 – \$99, 714.00 and is complemented with a generous benefits package including Municipal Pension Plan.

Qualified individuals are invited to apply in confidence by submitting a cover letter, resume, and three professional references **by 12:00pm on Friday, July 12, 2024, via Make a Future at <https://buff.ly/4cCNm2P>**. The successful candidate will be subject to the terms of the Criminal Review Act. Only short-listed candidates will be contacted. For more information about this position, please contact Michelle Guillou, Assistant Superintendent at mguillou@sd83.bc.ca or 250-253-3326. For assistance with the application process, please contact Emily Johnson, HR Administrative Assistant at 250-804-7841.

School District No. 83 (North Okanagan-Shuswap) is an equal opportunity employer.