



**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** 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)

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:

Adrienne Reason, Human Resource Manager
Opaskwayak Health Authority
Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0
Email: hr@ocnhealth.com

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

Please visit our website: www.beatricewilsonhealthcentre.ca for job postings.