



OPPORTUNITY BRIEF

# Occupational Health and Safety Officer

SEARCH CONDUCTED BY PLACEMAKING 4G



## ABOUT

Millbrook First Nation is a Mi'kmaq community located within the town of Truro, positioned in the hub of Nova Scotia. Millbrook First Nation also has reserve land in Beaver Dam, Sheet Harbour, Dartmouth, and Cole Harbour, along with other privately owned lands near Truro and Sheet Harbour.

Using its geographic location, Millbrook First Nation has thrived in numerous economic development endeavours within the past decade. Economic development projects include but are not limited to the construction of the Truro, Millbrook Power Centre, residential apartment buildings and a gaming centre located in Cole Harbour, and a wharf in Sheet Harbour.

## Vision

*Millbrook First Nation to be the economic engine for the benefit of its members.*

## Membership

**On Reserve:** 981  
**Off Reserve:** 1331  
**Total:** 2312

## This Moment, This Position

Millbrook First Nation is seeking an Occupational Health and Safety Officer to join their team in Millbrook, Nova Scotia.

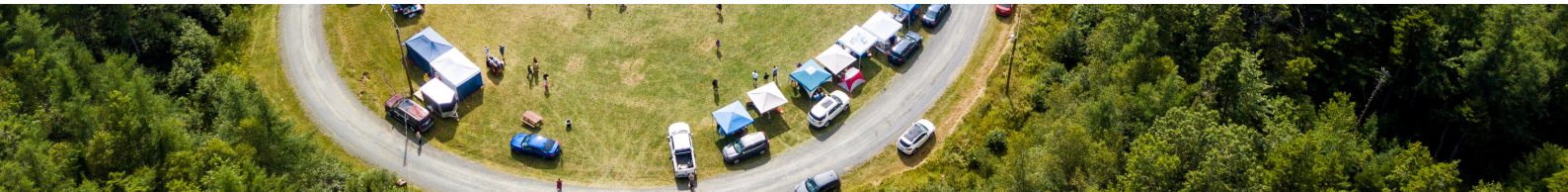
The Occupational Health and Safety Officer will be responsible for establishing a safe workplace while adhering to legal standards and the Occupational Health and Safety Act. Additionally, they will be responsible for maintaining, training and developing various safety programs for various departments throughout the Millbrook Band Office.





# POSITION RESPONSIBILITIES

- Establish and maintain a safe workplace environment in compliance with legal standards and the Occupational Health and Safety Act.
- Develop, implement, and maintain various safety programs for different departments within the Millbrook Band Office.
- Write reports and policies related to health and safety within the workplace.
- Conduct data analysis and reporting statistics pertaining to health and safety metrics.
- Provide expertise on the processes and procedures of the workers compensation board of Nova Scotia.
- Utilize MS Office and safety management information systems proficiently for administrative tasks.
- Communicate effectively with staff to present and explain health and safety topics.



## The Ideal Candidate

The ideal candidate for this position possesses a **deep commitment to promoting workplace safety** and ensuring compliance with legal standards and regulations. They exhibit a proactive approach to establishing and maintaining a safe environment, coupled with a **meticulous attention to detail** in developing and implementing safety programs.

**Excellent communication skills** are paramount, enabling them to effectively convey health and safety protocols and engage with staff members across various departments. Furthermore, the **ability to analyze data and generate meaningful insights** regarding health and safety metrics is essential for informed decision-making and continuous improvement initiatives.

**Cultural sensitivity** and an understanding of the unique challenges faced by the **Millbrook First Nation community** are also highly valued, fostering trust and collaboration. A **strong sense of accountability**, coupled with the ability to prioritize tasks and manage competing demands, ensures the successful execution of their responsibilities in this critical role.





## EXPERIENCE & EDUCATION

- Certificate in OH&S and WHMIS.
- A minimum of 3-5 years' experience in a related field.
- Experience in writing reports and policies for health and safety.
- Experience in conducting data analysis and reporting statistics.
- Experience and knowledge of the workers compensation board of NS processes and procedures.
- Proficient in MS office, and working knowledge of safety management information systems.
- Excellent communication skills with abilities to present and explain health and safety topics.
- Excellent written and verbal skills.
- Excellent organizational and time management skills.
- Excellent interpersonal skills and ability to work as an effective team member.
- General knowledge of Mi'kmaq culture, and general issues on the Millbrook First Nation.
- Preference will be given to Millbrook Band Members of Mi'kmaq descent.
- Must be able to prioritize workloads and handle the demands of a challenging position.
- Valid Nova Scotia's Driver's License and Access to reliable transportation.





## THE PACKAGE

**Salary:** \$50,000 - \$60,000  
(based on prior experience)

**Benefits & Pension** Benefits, Pension  
Vacation + Holiday closure in December

**Location** Millbrook, Nova Scotia

**The successful candidate will be required to obtain or upgrade the following certifications:  
Vulnerable Sector, Criminal Record Check**

## STATEMENT OF INTENTION

We are seeking a candidate with knowledge of and cultural sensitivity towards First Nations culture and our way of life.

Preference will be provided to qualified Indigenous peoples, particularly those that identify as Mi'kmaq, and/or who are from Millbrook First Nation.

If accommodation to the recruitment process would help you to present your full contribution potential to the process, we would love to support you.

Apply now by [Clicking Here!](#)

Applications will be accepted until

**April 19th, 2024 at noon**

Please include a cover letter that speaks your experience and offers a glimpse of your personality. **Wela'lin!**



## What to Expect

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect a phone call with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to know what inspires you.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 organization representatives.
- Finalists may participate in a second round interview or skills activity (virtual or in person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.