

**CONTRACT EMPLOYMENT OPPORTUNITY**  
**Health & Safety Advisor**  
**Term Contract to March 31, 2020**

**Summary of Position:**

Nokiiwin Tribal Council requires one (1) experienced, knowledgeable and motivated Health & Safety Advisor. Working in a team centered environment, and reporting to the Executive Director, the Health & Safety Advisor will work with both the Health Safety & Wellness Advisor and the G'minoomaadozimin Steering Committee to develop and roll out Health & Safety projects within Nokiiwin's member First Nation communities.

The Advisor's primary functions includes providing technical support in all aspects of health and safety compliance to Nokiiwin member First Nation communities, economic development initiatives, small business and entrepreneurs. To achieve these important goals, the Advisor must also consult on priorities, develop workplans and budgets, seek innovative solutions, pursue additional resources, measure success, build a central source of information, maintain professional networks, and advocate on behalf of communities.

**Preferred Qualifications:**

- Possess a post-secondary degree or diploma in health & safety along with proven experience from both a federal and provincial perspective. First Nations health & safety experience considered an asset.
- Education and/or experience in human resources from a generalist capacity
- Experience in building/rolling out a health & safety program; applicable training, policies/procedures
- Ability to teach others how to conduct workplace inspections, report findings and assess unsafe situations
- Strong coordination skills to organize an annual health & safety conference
- Experience with project management and project management principles
- Knowledge of the issues facing First Nations communities and members
- Strong communication, time management, problem solving and business writing skills
- Experience with facilitation and knowledge First Nation community engagement protocols
- Must be computer literate including MS Office and Internet use
- Fluency in Anishinaabe, knowledge and appreciation of Anishnaabe culture and heritage are assets
- Valid driver's license and current satisfactory criminal reference check is required
- Ability to travel extensively and work in Nokiiwin communities

For a copy of the position profile, please go to [www.nokiiwin.com](http://www.nokiiwin.com)

Interested candidates must submit their **resume along with a cover letter and three (3) employer references by Monday February 25, 2019 by 4:00 pm.**

**HIRING COMMITTEE**

Nokiiwin Tribal Council

384 Fort William Road, Thunder Bay, ON, P7B 2Z3

Email: [reception@nokiiwin.com](mailto:reception@nokiiwin.com)

Fax: (807)474-4238

Only candidates who meet the qualifications and are granted an interview will be contacted.