



MANITOBA MÉTIS FEDERATION

HEALTH AND SAFETY OFFICER

March 15, 2024

Posting #23-10-006

The Manitoba Métis Federation (MMF) is the National Government of the Red River Métis - also known as the Manitoba Métis. The Red River Métis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Health and Safety Officer** position within our **Human Resources Department** located at **150 Henry Ave** in **Winnipeg, MB**. The Health and Safety Officer is responsible for developing, implementing, administering, communicating, promoting, and evaluating health and safety policies, procedures and programs for the Manitoba Métis Federation, Regional Offices and Affiliates to ensure compliance with the Safety & Health Act of Manitoba.

Job Duties/Competencies:

- Develop, lead, organize, manage, maintain, and administer the Health and Safety Program in collaboration with the Health and Safety Committee;
- Lead and maintain the Health & Safety Committee
- Assist in the identification, development and provision of appropriate health and safety related information, instruction and training;
- Identify safety training requirements, make recommendations to Safety Committees and schedule the training as approved and required;
- Relay required safety information to all new hires through Orientation sessions and when required;
- Complete internal audits as required;
- Complete hazard assessments of all job functions;

Skills and Qualifications:

- Degree or Diploma in Health & Safety or related is an asset;
- A minimum of five (5) years' combined experience in the field of Workplace Health and Safety; Program Development; and delivery of Training;
- Strong working knowledge of relevant OH&S regulations;
- Proficient in Microsoft Office: Word, Excel, PowerPoint, Outlook;
- Proven track record of promoting safety on job sites;
- Experience producing reports and writing health and safety policies;
- Strong organizational, interpersonal and time management skills;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of Métis culture, MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension, and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter, referencing the job posting number by Tuesday April 2, 2024.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Preference will be given to qualified Métis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.

MMF Human Resources Department
300-150 Henry Ave
Winnipeg, Manitoba R3B 0J7
Email to: jobs@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.