



# STK'EMLUPSEMC TE SECWPEPMC NATION

As represented by the Tk'emlups te Secwepemc and the Skeetchestn Indian Band

## Job Postings (1)

**DEPARTMENT:** Stk'emlupsemc te Secwepemc Nation (SSN)  
**SUPERVISOR:** SSN Cultural Heritage Coordinator  
**POSITION/TITLE:** SSN Safety Officer  
**TERMS:** 1 year contract with potential renewal

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### POSITION AVAILABLE:

#### **Safety Officer**

#### **KEY DUTIES & RESPONSIBILITIES:**

- Carry out inspection of jobsite to ensure a safe work environment is being maintained and procedures reflect effective accident prevention practices
- Oversee Emergency Response Plan for Field Crew
- Record and maintain current contact information of Field Crew and emergency responders such as RCMP, Ambulance, Fire Department and others
- Respond to incidents of fire, medical emergency, and others
- Ensure Field Crew have completed safety training and orientations and have required Personal Protective Equipment
- Record site entry and exit of Field Crew, contractors and others
- Ensure daily safety meetings are completed and maintain records of such meeting.
- Ensure field vehicles are stocked with required safety equipment (e.g. radios, first aid kit)
- Develop and implement SSN Safety Policy

#### **REQUIRED QUALIFICATIONS:**

- Valid Level 3 First Aid
- Experience and knowledge of Workers Compensation Act and WorkSafeBC policies
- Strong computer proficiency, MS Office
- Ability to work effectively and efficiently with a diverse team, with minimal supervision
- Ability to handle confidential information in a trusted and responsible manner
- Effective written and interpersonal communication skills
- Strong teamwork, problem solving and service orientation skills
- Must be willing to work flexible hours based on project requirements
- Valid BC Driver's Licence Class 7N with reliable transportation
- Experience working with First Nations is an asset
- Other related duties required by Stk'emlupsemc Enterprises Inc. (SEI) and SSN



**OTHER QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:**

- Preference will be given to members of the Secwepemc Nation or individuals of Aboriginal descent
- Applicants should have a strong understanding of Secwepemc culture, tradition and history.

**HOURS OF WORK:** Flexible hours based on role and project requirements

**PAY:** Commensurate with this position

**LINE OF AUTHORITY:** Reports to **SSN Cultural Heritage Coordinator** and **SSN Executive Director**

Submit cover letter, résumé and three references to attention of:

Nancy Bonneau, Stk'emlupsemc te Secwepemc Nation

P.O. Box 188, Savona, BC V0K 2J0

Tel: 250.373.0023 Fax: 250.373.0025

Email: [nancy@stkemlupsemc.ca](mailto:nancy@stkemlupsemc.ca)

**Application Deadline: March 31, 2017**

The Stk'emlupsemc te Secwepemc Nation thanks all applicants for their interest; however, only those individuals who meet or exceed the identified qualifications for each position will be contacted. We thank all interested parties in advance for their interest in SSN.

