

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-19-75

### Closing Date: Open Until Filled



**POSITION TITLE: Safety Officer**

**DEPARTMENT: Environmental Health Services**

#### **Position Summary:**

Under general supervision of the Department of Environmental Health Services (DEHS) Manager, serves as the Safety Officer (S/O). An integral job responsibility includes responsibilities of the Winslow Indian Health Care Center (WIHCC) Emergency Preparedness program. Using current objectives and protocol, seeks to improve according to industry standards to further develop, coordinate, implement and evaluate a comprehensive Safety and Emergency Preparedness Program to ensure a safe environment for employees, patients and visitors at WIHCC including Leupp and Dilkon satellite clinics. Ensures that the safety program complies with criteria established by Accreditation Association for Ambulatory Health Care (AAAHC) standards and regulations promulgated under the Navajo Nation Occupational Safety and Health Administration (NNOSHA) Occupational Safety and Health Act of 1970 (OSHA). Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times. *This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

#### **Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Implements and manages the WIHCC Safety Program, which includes regulatory compliance with national accreditation AAAHC CORE standards, Life Safety, Emergency Preparedness, including NNOSHA and OSHA.
- Manages and maintains the WIHCC All Hazards Emergency Operations Plan.
- Interprets and enforces the National Fire Protection Association (NFPA) Life Safety Codes.
- Develops facility safety policies and procedures. Reviews and updates at least annually in accordance with industry standards.
- Participates and assures hazard surveillance for building and grounds. Conduct safety/environmental rounds twice a year in patient care areas and annually in other locations to determine compliance with safety OSHA, EPA, AAAHC, and NFPA standards.
- Provides written reports of findings to DEHS Manager, Community Health Services Division Director, CEO, and Safety Committee. Establishes follow-up and identifies unsafe situations and work practices and ensures correction with supervisor in within a defined time.
- Coordinate environmental monitoring to identify and report health and facility exposure problems resulting from chemical agents, biological agents, noise, vibrations, and excessive temperature extremes.
- Provide assistance to supervisors in developing departmental safety policies and maintaining safety data sheets (SDS) to comply with OSHA requirements.
- Conducts investigations as needed to identify problems for employees resulting from ergonomic conditions to control or eliminate such unhealthy conditions. The Supervisor, CEO, Employee Health and Human Resources Department are apprised of identified problems.
- Manage the facility WebCident program; collect and review all facility injury data to analyze trends and recommend preventive measures.
- Conduct injury investigation and analysis reviews of OSHA Recordable injuries with employees, supervisors and Health Benefit Coordinator.
- Provides safety in-service training to all new staff on a regular basis.
- Co-Chairperson for the Safety/Infection Committee.
- Conducts, supervise and evaluate required emergency response and fire drills (except WIHCC code blue drills) and provides appropriate recommendations to Safety Committee.
- Maintain consolidated hazardous chemicals database and ensure Safety Data Sheets are entered into the online repository as directed.
- Prepare quarterly and annual safety report and completes all necessary documents, records and reports as required.
- Coordinate and guides the Emergency Preparedness Program for WIHCC Service Area
- Establish goals and objectives and policies and procedures for the Emergency Preparedness Program annually.
- Recognizes relevant stakeholders and local, regional, county, state, and federal resources and establishes a resource list to increase knowledge and skill-set in order to make improvements to the WIHCC organization Safety Program and Emergency Preparedness Program
- Conducts and coordinates emergency preparedness projects including trainings, drills, and assures WIHCC staff awareness and understanding of expectations during a disaster-natural or otherwise.
- Experience with business continuity program, including risk assessment, and business impact assessments.
- Seeks grant monies support to supplement program development and compliance with national standards

- Provide emergency preparedness education/training and technical assistance to the community and tribal organizations. Manage efforts to work with other healthcare facilities and emergency responders in collaborative manner to ensure supplies and other resources are effectively managed in the event of an emergency situation at WIHCC. Facilitates an after-action debriefing with incident command team and other WIHCC staff.
- Act as a liaison with federal, state, tribal, local agencies, workgroups, and task forces on various emergency preparedness initiatives.
- Escort outside agencies on safety related tours and inspections.
- Assist in planning and coordinate special projects, events and programs as required.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel and Policies, departmental policies, rules, and regulations.
- Interacts with an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possess cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

#### **Minimum Qualifications:**

Bachelor's Degree in related scientific, engineering, or public health field required. Master's Degree strongly preferred in safety or occupational health or related field. Bi-lingual English/Navajo speaking preferred. Experience in emergency management system (ICS 100, 200, 300, 400, 700 and 800), strongly preferred. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

#### **Knowledge, Skills, Ability:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements on general health, environmental health and safety topics.
- Knowledge of basic industry standards to prioritize a safe environment.
- Knowledge of basic training curriculum development to lead teaching opportunities.
- Knowledge and awareness of Hazardous Materials handling, storage, or transportation parameters.
- Knowledge of proper use of Personal Protective Equipment
- Skill in projecting strong leadership qualities
- Skill in implementing situational leadership abilities during high-stress conditions
- Skill in strong communication methods, vocal, written, and listening.
- Skill in using critical-thinking techniques to maintain control of hazardous conditions
- Skill in applying situational leadership to maintain control during various stressful conditions.
- Skill in maintenance of accurate records and identification of resource conditions and problems of on-going projects.
- Skill in operating MS Word, Excel, Access, PowerPoint.
- Ability to be a team player, yet possess the ability to act autonomously depending on exigent circumstances.
- Ability to exercise independent judgment.
- Ability to work independently in a complex operational environment and meet strict time lines.
- Ability to communicate effectively, both orally and in writing.
- Ability to design, conduct and evaluate operational and discussion-based exercises.
- Ability to train with courses in computer system.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to work collaboratively with multiple disciplines and all levels (i.e. nursing, physicians, administration, and public health staff)
- Ability to analyze data and generate reports.
- Ability to multi-task, maintain flexibility, travel, and work independently with minimal supervision.
- Ability to provide detailed regulatory interpretation of federal and state OSHA regulations.
- Ability to provide excellent customer service.

#### **Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

#### **Work Environment:**

Work is performed both in an office setting with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**