

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-23-59

Closing Date: Open until filled



POSITION TITLE: Safety Coordinator

DEPARTMENT: Safety and Environmental Health

Position Summary:

Under general supervision of the Environmental Health Manager, the Safety Coordinator assists the Safety Officer in implementing a comprehensive safety and emergency preparedness program, including the development, coordination, implementation, monitoring and continuous improvements, ensuring compliance with all regulatory agencies and requirements for Winslow Indian Health Care Center, including Dilkon Medical Center and Leupp clinic. 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 2000 (OSHA) and applicable codes. Upholds 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.
- Assists with implementing and coordinating the Safety Program, which includes regulatory compliance with national accreditation AAAHC CORE standards, Life Safety, Emergency Preparedness, including NNOSHA and OSHA.
- Interprets and enforces the National Fire Protection Association (NFPA) Life Safety Codes.
- Assists with managing and maintaining the WIHCC All Hazards Emergency Operations Plan.
- Assists with conducting and evaluating required emergency response and fire drills (except WIHCC Code Blue drills) and provides appropriate recommendations to Safety Committee.
- Assists in providing safety training and new hire safety orientation to all WIHCC staff.
- Assists Safety Officer by working collaboratively to review and update the safety policies and procedures at least annually or as assigned.
- Assists in conducting investigations and root cause analyses of I-STAR events.
- Provides assistance to department supervisors in developing departmental safety policies
- Provides assistance to department supervisors in developing departmental job hazard analyses.
- Documents safety inspections citing dangerous areas/procedures and recommending corrective procedures, and maintains safety equipment supplies and availability.
- Maintains safety data sheets to comply with OSHA requirements and ensure SDS are entered into the online repository as directed.
- Assists with preparation of quarterly and annual safety report.
- Assists in planning and coordinating special projects, events and programs as required.
- Conducts safety walk-throughs and inspections before or during each project to analyze safety risks.
- Educates employees on safety standards and expectations when necessary.
- Provides technical assistance to employees and patients, to achieve a safe and healthy working environment.
- Co-chair for the Safety and Infection Control Committee and Emergency Preparedness Committee meetings.
- Assists in maintaining the hazardous materials program (NNOSHA/OSHA Hazardous Material Communication Act/Stericycle DOT, etc.).
- Assists and coordinates Environment of Care monthly.
- Completes recommended training to be familiar with NIMS and company's All Hazard policy and procedures at earliest opportunity.
- Serves as the back-up as Safety Officer for the Incident Command Team and daily operations.
- Assists with Emergency Preparedness Program for WIHCC, DMC and Leupp.
- Requires completion of tasks or duties assigned by a supervisor.
- 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 Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Associates Degree in related field or 60 college credit hours and two years' experience in a health-related field required. Bachelor's Degree preferred. NFPA 99 and 101 certificate must be obtained within two years of hire. FEMA ICS 100, FEMA ICS 200, FEMA ICS 300, FEMA ICS 400, FEMA ICS 700, FEMA ICS 800 certifications must be obtained within a year of hire. 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 and regulations.
- Knowledge of basic industry standards to prioritize a safe environment.
- Knowledge of safety related concepts and practices.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Skill in using critical-thinking techniques to maintain control of hazardous conditions
- Skill in applying situational leadership to maintain control during various stressful conditions.
- Facilitation skills.
- Problem solving skills.
- Ability to conduct training.
- Ability to demonstrate excellent oral and written communication including knowledge of grammar, spelling and punctuation.
- Ability to understand and follow instructions.
- Ability to work independently and as a team.
- Ability to hold a strong command presence and possesses consistent critical-thinking skills and abilities.
- Ability to maintain composure in stressful environment or during critical incidents.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to manage multiple projects and priorities at the same time while meeting deadlines.
- Ability to establish professional relationships with employees.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

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 in an office setting or outdoor work environment 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.