

Occupational Health and Safety Coordinator – Part Time

About us

The Yarram and District Health Service (YDHS) is based in Yarram, 220 kilometers south east of Melbourne on the South Gippsland Highway in rural Victoria. Yarram is 73 kilometers south west of Sale and 62 kilometers south east of Traralgon.

We provide our community with Acute Inpatient services, Dialysis, Urgent Care, Aged Care, Respite Care, Primary Health, Community Services, and an Integrated Health Care Centre. Our consumers and community are at the core of every decision we make. [YDHS is committed to the Child Safe Standards.](#)

YDHS want to attract and retain the best staff to provide an exceptional service to our community. We promote and develop opportunities for people to contribute to and encourage innovation, leadership, and collaboration. We are committed to making YDHS a Centre of Excellence in everything we do.

Position description

The Occupational Health and Safety Coordinator will lead the organisation to develop, implement, coordinate, review and evaluate the occupational health and safety approach for the organisation in line with relevant standards, legislation, and codes of practice. Ensuring that appropriate systems, Policies and Processes exist within the organisation which aim to maintain the safety of staff, clients, and visitors.

The OH&S Coordinator will coordinate the delivery of appropriate staff education programs and updates while administering the YDHS Return to Work Program and ensure that workers are successfully returned to work. A full-time position will be considered.

About you

To be successful in this role, you'll need:

- Contemporary knowledge of relevant Legislation, regulations, guidelines and Codes of Practice and obligations.
- Ability to communicate with staff at all levels and negotiate for the best outcome for all parties.
- Capacity to plan and implement key activities.
- Ability to develop Policies, Procedures, and systems.
- Knowledge of WorkSafe Victoria.
- Relevant qualifications.
- Competence with Microsoft Office, including Outlook, Excel, and Word.
- Competent communication skills both verbal and written.
- Hold a current Victorian or equivalent Driver's License.

Before commencement, the successful applicant will: provide an Original National Police Record Check – no older than twelve (12) months, an Employee Working with Children Check and complete a Pre-existing injury declaration form. All successful applicants will need to have had and be able to provide evidence of three (3) doses of the Covid-19 vaccine.

What's on offer

- **Diverse service.**
- **Experienced and friendly team** to offer support at all times.
- **Access to continuing professional development** to improve skills and knowledge.
- **Beautiful location** - Yarram is a major hub for surrounding areas.

How to apply

If you would enjoy the variety of this role and the close-knit community this township has to offer, we want to hear from you! Please submit your cover letter and resumes today, **via the Yarram & District Health Service website.** For more information about this position, please contact Vanessa McNeill, Quality and Risk Operations Manager 03 5182 0242 or Vanessa.McNeill@ydhs.com.au

The Position Description and Application for Employment are available via our website: www.ydhs.com.au

Applications close at 11:59pm on Sunday 10th December 2023 and should include a cover letter addressing the Key Selection Criteria and current resume.