
Position overview

Position Title:	Occupational Health and Safety Coordinator
Department:	Quality and Risk
Classification:	TBD – dependant on qualifications
Enterprise Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Reports to:	Quality and Risk Operations Manager

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 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.

Responsibilities

- Lead and coordinate Occupational Health, Safety and Wellbeing functions.
- Secretary to the OH&S committee.
- OHS reporting, evaluating and monitoring.
- Contemporary knowledge of Legislation.
- Facilitate OH&S training.
- Development of Policies and Procedures.
- Facilitate change and continuous improvement.
- OH&S hazard, risk and control management.

Person-Centred Care

- Ensure that all clients, their families, visitors, and colleagues are treated with respect and dignity.
- Listen to and collaborate with our clients to understand their personal experiences to provide flexible care that complements their unique characteristics and supports them to live their best life.
- Support our clients to understand and learn about their health.
- Involve clients and their advocates in their healthcare decisions.

- Clearly explain your treatment options using easy to understand language and avoiding jargon.
- Respect healthcare decisions made by clients.
- Ensure your practice and the service provided to consumers is free from discrimination based on age, gender, gender identity, sexual orientation, disability, employment status, cultural background, or religious beliefs.

Key Selection Criteria

Mandatory

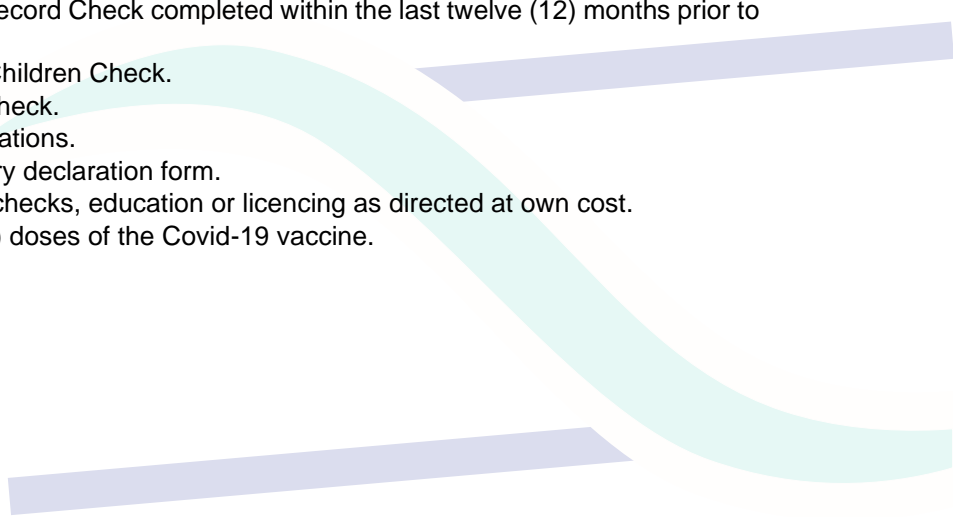
- Contemporary knowledge of relevant Legislation, regulations, guidelines and Codes of Practice and obligations.
- Ability to communicate with staff at all levels and negotiate for the best outcome for all parties.
- Capacity to plan and implement key activities.
- Ability to develop policies, procedures 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.

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Relevant information

YDHS is responsible for employing and contracting to employees who meet stringent community and public sector expectations. Applicants shall be required to provide and maintain:

- An original National Police Record Check completed within the last twelve (12) months prior to commencement.
 - An employee Working with Children Check.
 - A NDIS Worker Screening Check.
 - Relevant professional registrations.
 - Complete a Pre-existing injury declaration form.
 - Undergo any other relevant checks, education or licencing as directed at own cost.
 - Provide evidence of three (3) doses of the Covid-19 vaccine.
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Employee agreement

I have read and understand the above position description and acknowledge this Position Description reflects in general the duties, responsibilities and accountabilities of this position and other duties may be required to successfully perform my duties.

I understand the above inherent requirements of the role and I can safely perform the duties this position as outlined.

I am committed to the YDHS vision, mission, values and strategic plan.

Employee name: _____

Employee signature: _____

Director name: _____

Director signature: _____

Date: _____

Version Control

Written: 05/2002

Reviewed: 04/2006, 06/2008, 06/2016, 05/2019, 10/2021, 10/2023

