

SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

The **SBWIB, Inc.** is an equal opportunity employer.

Human Resources (Safety) Coordinator

Job Announcement

Summary

The South Bay Workforce Investment Board Inc. (SBWIB, Inc.) is seeking a highly motivated and reliable individual to function as a Human Resources (Safety) Coordinator to help enforce preventative measures in relation to workplace safety. The HR (Safety) Coordinator will monitor operations to identify and minimize potential risk, work towards potentially eliminate hazardous activities, and assist with the development of safety policies to promote occupational health and safety awareness. The ideal person will possess a keen eye for detail, be sensitive to potential dangers, and be diligent, analytical and well-versed in all OSHA & workers comp dictations. The ultimate goal is to support the creation of a healthy and safe workplace and reduce the number of potential hazards and thus, worker's comp claims.

This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Salary & Benefits

This is a full-time position (40 hours/week) with a starting hourly wage of \$26.80 - \$28.01. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 75% employer covered medical benefits, sick and vacation time, holidays and a competitive 401k plan. All full-time employees are invited to participate in the company's health benefits package after completing 60 days of employment. The company introductory & probationary period is 60-90 days.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Safety Management, Occupational Safety, Environmental Science or a similar field with at least two (2) years of similar experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform duties of this position. OSHA certified and/or experience handling Covid-related tasks or working in a healthcare industry is a plus. Must demonstrate dependability, promptness, punctuality and professionalism at all times. Reliable transportation, a valid driver's license and proof of insurance is also a must. Lastly, this person must be able to successfully pass background and reference clearances and follow all safety protocols enforced by the Company and as listed under the below *working conditions*.

Other Skills

- Must have knowledge of OSHA processes and standards, including processing workers comp injuries and writing reports and policies relevant to health and safety practices.
- Must have good verbal and written communication skills with the ability to present and explain health and safety topics as necessary.
- Must have excellent customer service and problem-solving skills.
- Must be enthusiastic, creative and capable of functioning effectively, collaboratively, and positively with various levels of staff and others of diverse backgrounds.
- Must possess the ability to work independently as well as with a team.
- Must have outstanding organizational skills, be able to multi-task and work effectively under pressure.

Essential Duties & Responsibilities

Under the supervision of the Human Resources Manager, the Human Resources (Safety) Coordinator performs a variety of responsible and complex technical and administrative duties relating to personnel safety, workers comp and other HR functions. Such duties include, but are not limited to, the following:

- Develop and provide trainings to managers and staff ensuring workplace health and safety policies are successfully carried out and implemented in conjunction with applicable OSHA, State, Federal and Local regulations.
- Receive and respond to safety related concerns, process worker's comp injury and incident claims and conduct investigations accordingly. Document findings and develop corrective action plans for the affected facility and/or department as well as provide technical expertise regarding workplace safety that meets OSHA compliance standards.
- Regularly update and maintain OSHA logs in an effort to meet reporting requirements as necessary (weekly, monthly, annually, etc.)
- Help the organization, as a whole, meet standards of internal and external workplace health and safety audits, which may include proactively evaluating work locations, office spaces and environments to recognize potential health, safety and environmental risks and suggest changes as necessary.
- Interface with contracted agencies in the event of inspections, citations and injuries and draft formal responses of review, which may include providing compliance instructions or corrective actions as needed.
- Maintain updated Covid-related vaccinations and weekly-testing records, which will include regularly collecting Covid vaccination cards, updating Covid-related spreadsheets with *weekly* vaccination and/or testing results, filing all copies of Covid results and vaccination cards, both, electronically and in employee files, and collecting "return-to-work" status doctors' notes and/or negative Covid test from employees/participants who may be returning from Covid sick leave / quarantine.
- Submit Covid-related certifications for various agencies as required and in a timely manner.
- Stay knowledgeable of current OSHA, State, Federal, County or Local regulations as they pertain to workplace safety and Covid processes and suggest/ make changes to company policies as necessary.
- Assist HR Manager with gathering relevant documents for injured employees and processing legal correspondence as necessary.
- Maintain health and safety supplies and materials, including Covid related supplies and equipment, and deliver to personnel / office locations and departments as necessary.
- Perform other related duties as assigned by the HR Manager.

Working Conditions

Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members. Performing duties of this position will require wearing protective equipment (e.g. mask, gloves, etc.), and following protective measures enforced by the Company, City, County, State and/or Federal Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. *Note: Measures may change based on level of safety concerns.* Employee may also be required to spend the majority of the day walking, standing, sitting at a desk, with some lifting and bending. Must have excellent time management skills, must be able to work well under stress and meet deadlines. Must also be able to travel to other locations for trainings, conferences and/or meetings within or outside our local area and occasionally statewide in which such travel may last one (1) or more days - if/as necessary. Reliable transportation, a valid driver's license and proof of insurance is a must. Must be able to provide official proof of vaccination or religious/exemption status from a verifiable clergy or doctor with contact information and signature included. Employees with approved exemptions will be required to provide COVID testing once a week or more, as necessary, and as enforced by the Company and its Contractors, the County and other applicable laws, regulations or orders.

How to Apply

Send a cover letter and résumé to apply@sbwib.org for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to apply@sbwib.org.