

## **JOB DESCRIPTION**

### **Enrichment Services Program, Inc.**

**Job Title:** Health and Safety Specialist

**Department:** Department of Early Childhood & Family Services

**Classification:** Exempt

**Job Reports To:** Quality Assurance Manager

**Job Summary:** The Health & Safety Specialist will assist management with the development and implementation of a safety management system aimed at preventing and controlling losses. Inspect center locations to ensure compliance with safety and environmental standards. Help maintain the safety and health of workers, the general public and the environment.

Under general direction, assist with the development, identification, and implementation of management tools to support the safety management system that is congruent with performance expectations. Assist with the implementation of a communication plan for health and safety issues, including all safety training programs at the location.

### **Major Responsibilities/Activities:**

Assist management with the development, implementation and evaluation of the safety management system. Audit current systems Create and maintain month-end reports.

- Working under very general direction and independently determines and develops approaches to solutions. Work is reviewed upon completion for adequacy in meeting objectives.
- Monitor License, NACEY and Quality Rated.
- Provide effective professional health and safety support to improve the industrial health and safety of all employees.
- Assist in the development and management of safety guidelines and policies.
- Support and administer the communication system for health and safety issues throughout the location.
- Provide support for routine management practices for health and safety programs.
- Serve in an advisory capacity to management and liaison with OSHA inspections and correspondence.
- Remain updated on new technologies and current trends to make recommendations that help improve and refine the safety process.

- Work with staff, managers and community to design and implement safety programs and policies
- Inspect centers, playgrounds and other facilities
- Examine equipment, as well as buildings' structural features
- Ensure that lighting, ventilation, temperature-control, and other systems are functioning correctly
- Recommend or order upgrades and alterations to equipment and procedures
- When warranted, order work shutdowns
- Create and carry out health and safety programs, to educate and train workers about procedures and protocols
- Show employees how to properly and safely use equipment and supplies
- Ensure that hazardous materials are inventoried and securely handled, stored, and transported
- Design and implement hygiene programs concerned with preventing the spread of contagious diseases
- Develop plans to manage hazardous materials that may be present
- Make sure workplaces are equipped with firefighting equipment, first-aid supplies, and other emergency items
- Investigate accidents and health problems to determine their cause
- Draft or revise facilities' emergency-response plans
- Other projects and tasks as assigned

#### Minimum Requirements:

- Associates degree or Bachelor degree in related field
- Experience with safety policy development and implementation
- Must be experienced developing and delivering safety training
- Proven oral and written communication skills with excellent interpersonal skills
- Able to interact with all levels of an organization and with third party partners
- Knowledge of Microsoft applications (PowerPoint, Word and Excel)
- Limited business travel
- Must be bilingual in Spanish preferred
- Certified Safety Professional preferred
- 3+ years of experience in Risk Management/Safety Programs preferred

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must maintain confidentiality, disseminating information to others on a need to know basis only. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge/Responsibilities Required**

- Ability to communicate and provide presentations to large and small groups.
- Excellent oral and written and computer communications skills.
- Working knowledge of local community and agency resources.
- Computer literacy including Windows and Microsoft Office computer programs and specialty programs utilized in the operation of the organization.
- Valid Driver's License
- High School diploma or GED
- Ability to manage multiple tasks and interact with other Specialists and other staff, policy council, governing board and community members.
- Ability to work well with an ethnically and linguistically diverse population is desirable

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to walk, sit, use hands and fingers; reach with hands and arms; talk or hear. The employee is also required to stand, climb, balance, stoop, kneel or crouch. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may be required to lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to focus.

**Equipment Used:**

Office equipment such as P.C., telephone system, calculators, fax machines and copy machines.

Acknowledged by: \_\_\_\_\_ Date \_\_\_\_\_

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*