

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL  
INTERNAL POSTING  
CUPE 2023-52**

**DATE POSTED:** June 1, 2023

**DEPARTMENT:** OCCUPATIONAL HEALTH

**POSITION:** OCCUPATIONAL HEALTH SERVICES ASSISTANT (RPN)

**STATUS:** PERMANENT PART TIME

**SUMMARY OF DUTIES:**

Assists in providing a variety of Occupational Health and Safety Services to employees, physicians, students and volunteers. These services include education, promotion of positive health and the management of illness and injury. Supports and participates in quality improvement, risk management and patient safety activities departmentally and organization-wide. Performs work in accordance with applicable provisions of the Occupational Health and Safety Act and Regulations, professional standards and guidelines, and Perth and Smiths Falls District Hospital corporate and departmental Policies and Procedures.

**JOB SPECIFICATIONS:**

**Mandatory**

- Community College Diploma – RPN
- Current Certificate of Registration—College of Nurses
- Respirator Fit Testing Certification
- Current CPR Certificate and First Aid Certification

**Required**

- RPN
- Computer literate
- Working knowledge of the Occupational Health & Safety Act, Regulations and Workplace Safety and Insurance Act and an ability to conduct workplace inspections, incident investigations, reporting, follow up etc.).
- Working knowledge of disability, safety and occupational health management.

**Other Skills**

- Excellent interpersonal skills
- Excellent attendance record
- Fit Testing Certification

- Approved WSIB Joint Health and Safety Committee Certification (Basic and Acute Care Specific)
- WHIMIS training (i.e. Regulations, labelling, SDS requirements)
- Training in operation of the WSIA is mandatory as is the ability to assess and prepare reports for WSIB
- Understanding of Disability Management principles and an ability to implement these principles is essential

**PREVIOUS EXPERIENCE REQUIREMENTS:**

- 6-12 months' experience in Occupational Health, Health & Safety, or other related field

**SALARY:** \$30.362-\$30.955-\$31.381-\$31.802

**SHIFT:** Days/Weekends

**CLOSING DATE:** June 7, 2023 at 4pm

**Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.**

**Applications shall be via email to [hr@psfdh.on.ca](mailto:hr@psfdh.on.ca) by 4PM on the application deadline stating the job posting number as the subject line of the email.**