



TEMPORARY VACANCY

WHSC INSTRUCTOR (TRAINING SERVICES)

Location: Sudbury Office, 1010 Lorne St., Unit 101, Sudbury, Ontario, P3C 4S6

Wage: \$1,730.77/week + 14% in lieu of benefits
Position also Includes use of a Fleet Vehicle

The Workers Health and Safety Centre (WHSC) requires a full-time Instructor for a period of up to ninety (90) days to assist our efforts to provide high-quality occupational health and safety training. More information about WHSC can be found at <https://www.whsc.on.ca/Home>

Applications will be accepted until **4:30pm, Friday, September 6, 2024**. If interested, please submit your Resume and Cover Letter to careers@whsc.on.ca

WHSC is committed to fostering a workplace that is both inclusive and representative of the communities we serve. To meet these objectives, we invite all qualified candidates from diverse backgrounds to apply. It is WHSC Policy that all employees work in an inclusive environment that acknowledges and promotes equal rights for all persons, including those with disabilities, as outlined in the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act, 2005*. Please be advised that disability accommodation is available upon request.

Required Experience:

- Minimum 2 years' experience as an Occupational health and safety or First Aid/CPR instructor.
- Completion of WHSC Instructor Training.

Required Knowledge and Qualifications:

- Possess good working knowledge of health and safety information and understanding of the vision and mission of the Workers Health and Safety Centre.
- Advanced knowledge of Ontario health and safety law and grasp of key health and safety concepts.
- Able to demonstrate good presentations skills.
- Excellent knowledge of adult learning principles and WHSC training techniques.
- Possess a valid driver's license, and any successful candidate will have to provide proof that they have a valid driver's license upon being hired.
- Current knowledge of First aid and CPR training.
- Working at heights training and related experience (preferred).
- Bilingual (preferred).

Responsibilities and Duties:

- Maintenance of WHSC Instructor Training and First Aid – CPR trainer qualifications.
- Delivery of WHSC training, instructor training and other programs to unions, individuals and companies throughout the Province.
- Coordination of WHSC assigned training centre activities.
- Upkeep and maintenance of training equipment/materials and training centre resources.
- Ensure collection of classroom evaluations, student forms and other paperwork.
- Provide feedback to Management regarding WHSC or First Aid programs.
- Evaluating contract Instructors on delivery of WHSC programs according to provided metric.
- Availability to travel, stay overnight and work weekends to facilitate instruction of programs.
- Communicate with co-workers, clients and trainees in a professional and courteous manner.
- Adhere to WHSC operating processes, policies and procedures.
- Perform other duties as required.