

Job Title:	Safety Champion
Reports To:	Compliance Officer
FLSA Status:	Exempt
Days/Hours of Work	A typical workweek is Monday – Friday; 8:00am – 4:30pm however the position may be required to work flexible hours, additional hours and some weekends.
Location	2315 W, Jackson St., Pensacola – Compliance Department

JOB PURPOSE

The Safety Champion (SC) is responsible for the education and safety awareness of all employees. Through consultation and collaboration with Clinic Office Managers, Executive Leadership, supervisors and staff, creates policies and procedures for a safer work environment, working to create an organization wide culture of safety. This position is responsible for making sure that employees are educated and trained to follow health and safety laws. As the Safety Champion, you will be responsible for facilitating compliance with occupational health and safety (OSH) guidelines. Your main goal will be to educate employees on creating and maintaining a safe working environment. This position is responsible for the ensuring the update and management of the Continuity of Care Operations Plan (COOP), OSHA 300 logs and safety policies and procedures.

ESSENTIAL FUNCTIONS

1. The Safety Champion is responsible for developing and maintaining CHNWF Safety Health and Environmental (SH&E) programs that ensure compliance with applicable OSHA and EPA regulations, state regulations, and the CMS Emergency Preparedness rule.
2. In collaboration with supervisors, managers and employees works to develop and support site safety committees that identify and suggest improvements for the safety of CHNWF clinics and facilities;
3. Working in collaboration with supervisors, managers and employees, identify and understand the workplace hazards that exist, and how to mitigate these potential risks;
4. Helping the Clinical Office Managers and Leadership Team put in place effective and intuitive health and safety policies;
5. Working with Human Resources and Compliance determines if incidents require OSHA reporting to ensure compliance with OSHA 29CFR 1904 Recordkeeping standard and OSHA 29 CFR 1910.1020 Access to Medical and Exposure Records.

6. Works with Human Resources to collect the data required to develop the OSHA 300A Summary of Injuries and Illnesses for each site, ensuring it is posted annually at all sites.
7. Collaborates with Human Resources, Risk Management, Facilities/Maintenance personnel, and Clinical Office Managers to review work place incidents and suggest corrective action plans to prevent reoccurrence of similar incidents.
8. Works with Chief of Capital Development, Chief of Operations and Clinical Office Managers regarding identified unsafe conditions and suggested resolutions.
9. The Safety Champion supports the Chief Executive Officer and the organization by assuming the role of Safety Officer on the Incident Management Team, supporting the coordination of emergency management activities.
10. Under the direction of the Compliance Officer, the Safety Champion works with the Chief of Operations, Chief of Capital Development, Director of Risk Management and Clinical Office Managers in the review, revision, or development of organization wide and site specific emergency management plans.
11. Chairs and facilitates the Emergency Preparedness Team (EPT)/Incident Management Team (IMT) to develop procedures and action plans that encompass all phases of emergency management Preparedness, Response, Recovery and Mitigation.
12. Ensures emergency response and action guides are implemented; all employees and associated staff are trained and familiar with plans; and promotes the readiness of the organization by conducting drills and exercises involving the sites.
13. Manages and coordinates any OSHA inspections, providing requested documents or information as needed;
14. Represents the organization and actively participates in the Emerald Coast Healthcare Coalition for the effective use and incorporation of community resources.
15. Participates in the monthly/quarterly meetings for the Escambia and Santa Rosa County Emergency Support Functions (ESF 8) for Healthcare.
16. Working with the Director of Clinical Operations and Clinical Office Managers ensures the Biomedical Waste Program is up-to-date, including written operating plans, the permitting process (new site and annual renewal), and on-site annual inspections by the Department of Health for all site locations.
17. Works with the Director of Clinical Operations and Chief Dental Officer regarding the Radiation Safety Program for the medical x-ray equipment to ensure there are up-to-date plan maintenance, permitting process and on-site inspections by the Bureau of Radiation Safety. Administers the Radiation dosimetry process for medical and coordinates with dental for their staff dosimetry.
18. Provides relevant Safety education and onboarding to new employees.

19. Working with Director of Clinical Operations, Operations and Clinical Office Managers, coordinates logistics for the organization to ensure appropriate supply of Personal Protection Equipment (PPE) is available and distributed accordingly.
20. Working at the direction of Human Resources provides ergonomic assessment(s).
21. Other tasks as needed to ensure the ongoing functioning of the organization.

SUPERVISION

Not applicable

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Bachelor's degree from four-year college or university; or three to five years minimum related experience and/or training; or equivalent combination of education and experience to be knowledgeable and proficient in Healthcare safety, developing and implementing Safety programs;

Current certifications in First Aid, CPR, BLS;

Reliable transportation;

Valid FL driver's license.

PREFERRED EDUCATION AND EXPERIENCE

Certification in Safety and/or Risk Management such as ASP, CSP, ARM

PROFESSIONAL ATTRIBUTES

Flexible;

Reliable;

Unquestioned integrity;

Demonstrates critical thinking skills;

Demonstrates high level of initiative;

Builds and maintains positive relationships;

Commitment to the CHNWF Mission, Vision and Values;

An orientation and commitment to deadlines and details;

Work style that is results oriented, open and team focused;

Handles employee safety concerns promptly and effectively;

Consistent, dependable and accurate in carrying out responsibilities to a successful conclusion.

Demonstrated ability to work effectively with employees at all levels;

Decisive and exercises good judgment under pressure;

Clear, concise and persuasive writing, communication, listening and presentation skills.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and experience in federal OSHA /EPA regulations and state regulations;

High-energy, organized, persistent, and creative individual with strong communications, interpersonal, training, presentation and systems thinking skills;
Experience in developing and providing education and training for safety, occupational health, emergency preparedness or similar areas;
Demonstrates employee and customer safety focus;
Ability to work in a fast-paced environment;
Able to interpret complex rules and regulations;
Strong planning, organizational and training skills;
Ability to work effectively in a team environment;
Proficient in multi-tasking and time management;
Ability to manage a diverse and demanding workload;
Demonstrates ability to problem solve and execute to achievement;
Educated, experienced and skilled in safety for a medical and dental office environment;
Able to read, interpret, apply and train on state and federal safety regulations;
Must have the demonstrated ability to deal with highly confidential information;
Knowledge and proven experience in safety and, disaster planning and response;
Skilled and able to demonstrate verbal and written proficiency in communications;
Ability to function effectively, independently, and efficiently in a stressful and dynamic work environment;
Ability to generate key metrics to monitor organizational performance and to drive priorities;
Maintains technical knowledge through professional development

WORKING ENVIRONMENT

This job operates in a medical office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

EXPECTATIONS AND COMPETENCIES

Dignity & Respect. No matter the circumstance, we treat everyone with the utmost respect they deserve in a professional manner.

Quality. Our promise is to deliver uncompromising quality care and service to all our patients.

Compassion. We are caregivers first, serving the needs of our patients in a welcoming and positive environment.

Empowerment. We empower people to be proactive in their care and envision their own picture of health.

Community. Our responsibility to our community is what drives us forward.

Commitment. We are committed each and every day to bring our vision of a healthy community to life.

AT- WILL EMPLOYMENT

CHNWF is an At-Will employer. This means that either you or CHNWF can end your employment relationship at any time, for any reason, or no reason, not prohibited by

law unless you have signed a written employment contract as agreed to by the Chief Executive Officer of CHNWF.

**Please express your interest in writing to Sunny Notimoh,
Compliance Officer at snotimoh@healthcarewithinreach.org by
Thursday, April 8, 2021.**