



## Elbowoods Memorial Health Center

1058 College Drive  
New Town, ND 58763-4400  
(701) 627-4750  
Fax Number: (701) 627-2809

EXEMPT X  
NON-EXEMPT    

### POSITION DESCRIPTION

**POSITION:** **Healthcare Safety Officer**  
**RESPONSIBLE TO:** EMHC Facilities Manager  
**SALARY:** Starting salary will be determined by funding, experience, and training level.  
**CLASSIFICATION:** Management, Regular, Full-time  
**LOCATION:** Elbowoods Memorial Health Center

**POSITION SUMMARY:** Responsible for overseeing management of the Physical Environment program, in order to maintain a safe environment for patients, visitors and personnel.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

1. To develop, implement and monitor Board Occupational Health and Safety Policy, Programs, and Procedures.
2. To assist the EMHC Clinic in complying with current health and safety legislation and/or regulations with the objective of ensuring that all reasonable and proper measures are taken to protect the safety and health of learners, staff and visitors;
3. To establish budget proposals for the operation of the Occupational Health and Safety office and specific training programs;
4. To increase health and safety awareness at all levels within the organization;
5. To investigate and report on all serious/critical personal injury accidents occurring to students, staff and/or visitors to the appropriate senior official, and to assist in the investigation of all accidents/incidents that result in substantial damage to GSA vehicles and property;
6. To investigate and report on complaints of hazardous working conditions to the Associate Director and/or other appropriate senior staff;
7. To respond to employees' safety concerns;
8. To conduct, as necessary, the safety inspection of any EMHC facility;

9. To assist EMHC Joint Occupational Health & Safety Committees;
10. To respond to fires and other emergencies on or about EMHC property
11. To coordinate registration and removal of hazardous waste;
12. To receive reports from and respond to orders issued by Department of Labor inspectors;
13. To arrange for Occupational Health and Safety testing and/or evaluations of the work place by external agencies/consultants as may be necessary;
14. To act as liaison with all related governmental bodies and regulating agencies;
15. To coordinate the training of personnel in areas of safety, including first aid, CPR, accident prevention and investigation, work place inspections and other matters related to implementing safety procedures in EMHC facilities.
16. To coordinate the Board's emergency procedures and act as EMHC emergency on-site coordinator;
17. To assist executive staff, senior administrators, principals and supervisors in emergency preparedness;
18. To develop, review, and update appropriate sections of the EMHC Emergency Procedures Manual;
19. To liaise with municipal and State Emergency planners, update plans, organize exercises and evaluate procedures;
20. To liaise with the fire department regarding emergency procedures, communications and fire safety education programs;
21. To coordinate the selection and distribution of emergency communications equipment to schools and administrative/support departments;
22. Represents EMHC in a highly professional manner.
23. Establishes positive communications with all departments of EMHC to assure stable operations.
24. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
25. Maintain required reporting as assigned.
26. Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.
27. Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.
28. Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.
29. And other duties as assigned.

- a. *NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.*

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

- Bachelor's Degree from an accredited College or University in a facilities management related field **PREFERRED**. *Must submit copy of degree or transcripts with application.*
- College credits related to position and 1 year of specialized experience in a safety related position, **REQUIRED**.
- Computer knowledge and proficiency, **REQUIRED**.
- Familiarity with MHA Nation cultures, values, and traditions, **HELPFUL**.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must have a valid N.D. driver's license in good standing and must supply driver's license abstract from the Department of Motor Vehicle.
- Will need to have an acceptable motor vehicle record. A copy of driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle, **REQUIRED**.
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

### **PHYSICAL DEMANDS/WORK CONDITIONS**

The work requires regular and recurrent standing to perform tasks, walking between the different sections of the facilities, and reaching and bending to obtain supplies and operate systems.

### **WORKING CONDITIONS:**

- Work requires standing, stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Frequently involves lifting and carrying parts and equipment that weigh up to and may exceed fifty pounds. Work is sometimes performed on ladders or scaffolds. Work is performed inside and outside in all kinds of weather and is usually dirty, dusty and greasy. Extensive walking is required since interaction between all disciplines within the healthcare operations and management is required.
- Travel may be required to accomplish facility goals.

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Travel required.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.

### **ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. 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, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.

### **APPLICATION PROCEDURE**

Submit a Three Affiliated Tribes; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes  
ATTN: Human Resources  
404 Frontage Road  
New Town, ND 58763**

**Please Note:** If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

**Indian Preference Will Apply:** In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

**Veterans Preference Will Apply:** In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.