



The Occupational Health Clinics for Ontario Workers Inc. is seeking a Chief Operating Officer (COO).

OHCOW is a not-for-profit labour governed worker based network of inter-disciplinary occupational health clinics in Ontario. With revenues in the range of \$7 million and just over 40 employees, OHCOW provides clinical services to workers and groups of workers; prevention services to workers, unions, employers and workplaces; carries out participatory research and prevention tool development; and engages in knowledge transfer and exchange with workplace parties and the community.

OHCOW is designated to carry out this role under the Occupational Health and Safety Act. It works in partnership with the provincial government, the WSIB, other health and prevention organizations and various stakeholder groups.

Reporting to the Chief Executive Officer (CEO), the (COO) has responsibility for ensuring financial, administrative, operational and human resource systems are properly developed, administered and maintained to meet the goals and objectives of the organization. In addition the (COO) assists in providing support to the Board and Committees of OHCOW and advocates and promotes OHCOW to its' stakeholders and partners. The (COO) also ensures adherence to all legislative requirements, directives and policies applicable to OHCOW.

Board Administration and Support

- Assist in providing information and reports to the Board of Directors.

Operational planning and management

- Assist in developing organizational plans to meet the needs of stakeholders of the organization.

Financial

- Assist in the overall responsibility for financial operations, as well as planning, organizing and coordinating budgets and financial plans.

Human Resources

- The (COO) assists in providing leadership, fostering teambuilding, and supporting the motivation of employees.

Administration

- Representing the CEO at meetings as required and providing backup for the role of CEO in the event of their absence.
- Perform role of Privacy Officer.
- Assist in producing various reports as required by various stakeholders on both a regular and ad hoc basis.
- Ensure that the organization adheres to all applicable by-laws, policies, procedures, directives and legislative reporting requirements.

External Relations and Partnership Building

The Chief Operating Officer advocates, promotes and ensures that OHCOW and its' mission are consistently presented in a strong, positive manner to the media, the public and relevant stakeholders

Occupational Health and safety

- Assist in expanding the knowledge base in the areas of Occupational Health and Safety by initiating, developing and participating in research and prevention tool development programs and/or activities.

Core Job Requirements

- Understanding, knowledge and experience with respect to the labour movement.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources.
- Knowledge of principles and processes for determining and providing services. This includes community needs assessment, meeting quality standards for services, and evaluation of client/partner satisfaction.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labour relations and negotiation.
- An excellent understanding of health and safety, workers compensation, finance and administration.
- Knowledge of human resource management principles, and legislative requirements.
- Analytical and problem solving skills to review analyze and investigate financial and other information.

- Time management, coordination and planning skills to handle assigned workload within time frames and deadlines.
- Knowledge of and ability to operate computer based systems; PC software such as Excel, PowerPoint and Word.
- Verbal and written communication skills to present and communicate information, and explanations requiring additional follow-up, to ensure that an accurate and complete understanding is reached on the part of others.

Qualifications

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills and abilities:

- A strong understanding of occupational health and safety.
- A strong understanding of the workers compensation system.
- Minimum five (5) years relevant experience in a senior leadership role.
- Demonstrated knowledge and experience with respect to the labour movement.
- Demonstrated knowledge and experience working with vulnerable workers and communities.
- Demonstrated knowledge and experience in a financial oversight role.
- Extensive experience working in a non-profit environment.
- Strong strategic and organizational skills.
- Excellent verbal, written and presentation communication skills.
- Negotiation skills.

We offer a comprehensive compensation package and opportunities for professional development. If you meet these requirements and are looking for a rewarding career, please forward your resume and cover letter in Microsoft Word format and reference OHCOW COO in the subject line by **Friday, June 19, 2015** in confidence to: resumes@ohcow.on.ca

OHCOW is an Equal Opportunity Employer that values the strength diversity brings to the workplace. OHCOW welcomes applications from persons of diverse backgrounds applying for the position.

No phone calls please. We thank all those who apply; however, only those selected for an interview will be contacted.