



Employment Opportunity

Position: Manager, Health, Safety and Wellness
(HSEp Administration)

Posting Reference #: NTC 202510

Status: Full-Time Contract (4 years, renewable based
on funding)

Contract End Date: July 31, 2029

Opening Date: July 18, 2025

Closing Date: August 9, 2025

Location: 384 Fort William Road, Thunder Bay, ON

Hours of Work: 35 hours/week

Rate of Pay: TBD

Join Nokiiwin Tribal Council

At Nokiiwin Tribal Council, a vibrant and growing non-profit organization, we proudly collaborate with our five member First Nations to drive growth, unity, and prosperity. Guided by respect, understanding, and shared values rooted in the Seven Grandfather Teachings, we are committed to making a meaningful difference across various fields, including governance, finance, access to justice, economic development, community planning, technical services, and education.

Why Join Us?

Nokiiwin is not just an organization; it's a community where passion meets purpose. We are dedicated to fostering a safe, inclusive workplace where every individual's voice is valued and respected. Our **G'minoomaadozimin - "We Are Living Well"** initiative underscores our commitment to health, safety, and mutual respect, creating an empowering environment for all.

Your Impact Starts Here

The **Program Manager, Health, Safety, and Wellness** plays a critical leadership role in administering and growing Nokiiwin's WSIB Health and Safety Excellence Program (HSEp). Reporting directly to the Executive Director, this role oversees the supervision of Health and Safety Advisors, supports Indigenous workplaces, and ensures cultural alignment with Nokiiwin's **Nagachidisin CARE Model** and **Our Respectful Community** policy.

You will collaborate closely with the **G'minoomaadozimin "We Are Living Well" Steering Committee**, representing Nokiiwin's five member First Nations to advance community-led safety, reconciliation, and wellness initiatives.

Key Responsibilities

- Lead the implementation and evaluation of the WSIB HSEp Program using a culturally grounded model
- Supervise and support Health and Safety Advisors
- Engage with First Nations and Indigenous-led businesses to support safety transformation
- Develop budgets, workplans, and culturally appropriate resources
- Guide the integration of traditional knowledge, trauma-informed practices, and advanced WSIB safety topics (e.g. psychological safety, return-to-work)
- Secure funding for program expansion and sustainability

Qualifications

- Master's degree in Occupational Health and Safety, Indigenous Health, or related field preferred
- CRSP designation (required or in progress)
- Minimum 5 years of progressive experience in health and safety, program management, or Indigenous community service
- Experience working with WSIB HSEp or similar frameworks is an asset
- Deep understanding of cultural safety, Indigenous wellness practices, and trauma-informed program design
- Strong leadership, grant writing, and communication skills
- Valid G driver's license and access to reliable vehicle
- Willingness to travel regularly to Indigenous communities across Ontario
- Clear criminal reference check

Work Environment

- Office-based at Nokiiwin's Thunder Bay location, with frequent regional travel
- Regular visits to the Thunder Bay Correctional Centre required (3 days/week)
- Flexibility to work some evenings/weekends to support community events and programming
- Interaction with Elders, knowledge keepers, and culturally diverse communities
- Must be comfortable working in trauma-informed and culturally sensitive environments

Apply Today and Become Part of Our Dynamic Team!

Interested applicants are required to apply online at www.indeed.com by submitting a **single PDF document** that includes their cover letter, resume, and three (3) professional references.

Deadline: 4:00 p.m. August 9, 2025

Only candidates who meet the qualifications and are granted an interview will be contacted.

Nokiiwin is an equal opportunity employer and is committed to providing employment that reflects the diversity of our communities. We encourage applications from qualified First Nations individuals and others who share our vision of community development and prosperity.

POSITION PROFILE: MANAGER, HEALTH, SAFETY AND WELLNESS

Summary of Position:

The Program Manager, Health, Safety, and Wellness plays a critical leadership role in the administration and expansion of Nokiiwin's WSIB Health and Safety Excellence Program (HSEp), guided by Nokiiwin's "Our Respectful Community" policy and the Nagachidisin CARE Model. Reporting directly to the Executive Director and working closely with the Nokiiwin Management Team, the Program Manager will oversee the day-to-day operations, supervision of Health and Safety Advisors, strategic engagement with Indigenous communities and businesses, and the successful delivery of all program objectives.

The Program Manager will work in collaboration with the G'minoomaadozimin "We Are Living Well" Steering Committee, which includes representatives from Nokiiwin's five member First Nations. The Steering Committee provides cultural, strategic, and community-rooted guidance to ensure the program reflects the wellness priorities of member communities and supports long-term safety and reconciliation goals.

This role includes project management, WSIB compliance, community and partner engagement, and responsibility for securing additional funding to support program growth as needs are identified.

Key Responsibilities:

Leadership and Program Delivery

- Lead the implementation, evaluation, and continuous improvement of the WSIB HSEp Program using Nokiiwin's Nagachidisin CARE Model.
- Supervise two Health and Safety Advisors and support their professional growth and cultural learning.
- Collaborate with the Executive Director, management, Elders, and cultural advisors to ensure programming reflects Indigenous values and priorities.
- Work closely with the G'minoomaadozimin "We Are Living Well" Steering Committee, ensuring community perspectives, cultural insights, and wellness priorities from Nokiiwin's five member First Nations guide program direction, decision-making, and resource development.
- Develop project workplans, track deliverables, manage budgets, and ensure compliance with all funding agreements.
- Develop and distribute culturally grounded safety resources and documentation tools in partnership with community and cultural stakeholders.

Community and Business Engagement

- Establish and maintain strong relationships with First Nations, Indigenous-led businesses, and organizational partners across Ontario.
- Coordinate and participate in outreach efforts to enroll new participants and expand the reach of the HSEp program.
- Facilitate or support community-led assessments, planning sessions, and safety training rooted in cultural safety and self-determination.
- Integrate traditional knowledge and trauma-informed approaches into workplace health and safety strategies.

Strategic Planning and Sustainability

- Lead fundraising and proposal development to secure additional resources for expanded staffing and programming based on emerging needs.
- Support the development of a long-term sustainability toolkit and knowledge transfer strategy.
- Guide the implementation of intermediate and advanced WSIB safety topics, including mental health, psychological safety, and return-to-work systems.
- Report regularly on outcomes, metrics, and success indicators, including validated WSIB topics, cultural alignment, and incident reduction.

Skills and Knowledge

- Deep understanding of cultural safety, Indigenous wellness practices, and trauma-informed program design.
- Familiarity with the Internal Responsibility System, Ontario Occupational Health and Safety legislation, and WSIB systems.
- Excellent facilitation, communication, and presentation skills with diverse audiences.
- Strong organizational, budget management, and grant writing abilities.
- Knowledge of Anishinaabe values, protocols, and regional community dynamics is strongly preferred.

Qualifications

Education and Experience

- Master's degree in occupational health and safety, Health Sciences, Indigenous Health, or related discipline preferred.
- Certified Registered Safety Professional (CRSP) designation is required or in progress.
- At least 5 years of progressive experience in health and safety, program management, or community-based service delivery.
- Experience working with WSIB Health and Safety Excellence programs is an asset.
- Demonstrated experience supervising teams, managing projects, and reporting on deliverables.

Other Requirements

- Must have a valid Class G driver's license and access to a reliable vehicle suitable for regional highway travel.
- Must be willing to travel to Indigenous communities and attend events across Ontario, including occasional air travel.
- Clear Criminal Reference Check required upon hiring.
- Ability to work flexible hours to accommodate travel and community needs.

Working Conditions:

- This role is based primarily out of Nokiiwin's main office, with frequent regional travel to member First Nations and Indigenous-led workplaces across Ontario.
- Regular visits to the Thunder Bay Correctional Centre are required (three days per week), necessitating adherence to institutional security protocols and navigating high-stress or trauma-informed environments.
- The position requires flexibility in working hours to accommodate community events, engagement sessions, and culturally relevant programming that may occur during evenings or weekends.
- The Program Manager will interact regularly with Elders, knowledge keepers, organizational partners, and individuals from diverse cultural backgrounds in both formal and informal settings.
- The role may involve periods of extended screen time, standing or facilitating during training events, and travel by road or air in variable weather conditions.
- Confidentiality and adherence to privacy and data protection legislation are essential due to the sensitive nature of health and safety information.

Impact of Error:

- Errors in program administration, communication, or cultural responsiveness can result in compromised safety for clients and communities.
- Inaccurate documentation or non-compliance with WSIB or occupational health and safety legislation could jeopardize Nokiiwin's eligibility for future funding or damage relationships with institutional partners.
- Failure to deliver culturally appropriate programming or to consult member First Nations meaningfully may lead to diminished trust and disengagement from the HSEp Program.
- Mistakes in budgeting, reporting, or project management can disrupt service delivery and impact organizational credibility.

Control:

- The Program Manager operates under the strategic direction of the Executive Director and in collaboration with the G'minoomaadozimin Steering Committee.
- Program oversight includes scheduled check-ins, deliverable tracking, and regular reporting mechanisms, including financial and activity reports aligned with WSIB requirements.
- Internal controls include staff supervision, compliance audits, and participation in performance evaluations and cultural safety training.
- Close coordination with the Ministry of Labour, WSIB, and institutional partners ensures adherence to regulatory frameworks.
- Continuous improvement is supported through feedback loops, community consultations, and access to professional development resources.