



School District 72 operates throughout a large geographic area. Campbell River and Quadra Island schools and our school board office are located on the traditional territory of the Liḡwít̓daŋw people. School District 72 also encompasses the traditional territory of the Klahoose (Cortes), K'ómoks (Sayward), and ɣʷemałkwu (Bute Inlet) First Nations.

EXEMPT

Position:	Health, Safety and Wellness Coordinator
Posting Number:	SY2627-EX-002
Term of Employment:	Permanent
Hours/Day/FTE:	7 hours/day
Wage/Salary:	\$72,201 - \$90,251
Deadline to Apply:	3:00pm, Friday, July 31, 2026

Join Our Team

School District 72 is looking for a **Health, Safety and Wellness Coordinator** to join our team of professionals who strive to bring the district's learning beliefs to life.

School District 72 (Campbell River) is located on the east coast of central Vancouver Island, extending north to Sayward and south to Oyster River. The district also includes the outer islands of Read, Cortes, and Quadra. The district serves over 5,600 students in 18 schools with a diverse range of programs that are progressive and responsive to the educational needs and interests of students.

The district respects and values the relationships with all First Nations, Métis, and Inuit peoples who reside in these territories. It is with respectful consideration that the programs and services provided to students and staff acknowledge their histories, cultural contributions, and contemporary concerns.

About the Role

Reporting to the Director of Human Resources and the Manager of Health & Safety, the Health, Safety and Wellness Coordinator will provide knowledge and expertise in relation to safety, wellness, and the overall Human Resources function while supporting the day-to-day functions of the districts health, safety and wellness programs.

- Coordinates the district's disability management programs, including the intake and review of medical documentation, case tracking, and referrals to internal and external partners to support employee wellness, accommodation, and return-to-work initiatives.
- Acts as HR representative for various wellness committees including JEIS, BCTF wellness and liaises with external parties regarding injury and claim management, return to work, stay-at-work, and workplace accommodations.
- Supports the district's attendance support programs. Monitors all leaves related to illness and injury, pulls reports, identify trends and presents data related to disability management.
- Develops HR metric reports on a regular basis to inform decisions and identify trends that impact the workforce and district objectives.
- Provides reports on medical leaves for all employee groups to management and affiliated union partners.
- Develop programs and/or campaigns aligned with the Mental Health Framework to promote a healthy lifestyle and/or participation in fitness and wellness program.

- Coordinates district wellness activities, communications, employee engagement surveys, employee assistance and family program and affiliated committee.
- Coordinates Critical Response Procedures as required.
- Coordinates New Employee Orientation, H&S training and sets up workshops.
- Supports various Health and Safety programs and initiatives, including Health and Safety committee(s) work, safe work operating procedures, policy handbooks, maintains the knowledge centre and updates changes as required.
- Supports workplace safety inquiries or issues and referral for advice, guidance, and resources.
- Provides administrative support to emergency preparedness, Hour Zero updates and pulls reports.
- Monitors Health and Safety email inbox and takes appropriate action responding to inquiries in a timely manner, escalating complex situations to the appropriate HR team member.
- Manages departmental budgets, processes invoices, track spending, receipt and purchasing agreements, departmental procurement, monitoring and identifies deficiencies.
- Supports injury prevention programs, ergonomic assessments, purchasing, and inventory control.
- Maintains the Human Resources Information System with accuracy and precision.
- Demonstrates the utmost discretion in handling and disclosing confidential and sensitive information.
- Other duties as assigned.

Bring your Expertise

- Post-secondary education in Occupational Health & Safety, Disability Management, or Human Resource Management.
- Three years of related work experience in supporting occupational health, safety and wellness.
- Canadian Registered Safety Professional (CRSP) designation preferred; in progress work towards this designation will be considered.
- Recent human resources experience in a unionized setting is an asset.
- Proficiency with HRIS and Microsoft Office; and the ability to master other software programs.
- Knowledge of employment legislation, collective agreements, human rights legislation and information and privacy legislation.
- Excellent interpersonal and communication skills across different levels of the organizations.
- Ability to work independently, to think critically and creatively, and to solve complex issues.
- Flexible self-starter with excellent planning and organizational skills.
- Results-oriented with the ability to meet deadlines and thrive in a fast-paced team environment.

Contribute to Our Success

The Campbell River School District proudly developed a strategic plan for 2024-2028 that prioritized the following:

- Honour Indigenous World Views and Perspectives
- Student-Centred Learning Environments
- Evolving for Tomorrow

The following commitments are essential to all positions within the Campbell River School District:

- Commitment and adherence to workplace policies, procedures & practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

Join Our Community

Campbell River is a scenic, oceanfront community framed by extensive waterfront, west coast forests and snow-capped mountains. The area is renowned for its natural beauty and recreational opportunities such as skiing, kayaking, fishing, mountain biking, hiking, golf, and endless opportunities to experience nature. The moderate climate allows residents to participate in numerous outdoor activities on a year-round basis.

Experience the Benefits of SD72

- Professional development and growth opportunities.
- The opportunity to grow your career in a small district.
- Progressive leadership team.
- Positive collegial culture with a great sense of community.

Employees are eligible for extended health and dental benefits, life insurance, and participation in a pension program along with competitive vacation and sick day entitlements.

Employment Equity

We value diversity of people to best represent the students and communities we serve as an equitable and inclusive employer. We welcome applications from all backgrounds, demographics and life experiences.

School District 72 is also committed to creating and maintaining an accessible work environment for all members of its workforce. Within this hiring process we will make efforts to create an accessible process for all applicants (including but not limited to people with disabilities). Confidential accommodation is available on request.

How to Apply

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted.

Apply online through Make a Future: www.makeafuture.ca/campbell-river

Please ensure your application includes the following:

1. Cover letter stating posting number
2. Resume
3. 3 References, including most recent supervisor(s)
4. Copy of Education Credentials

Applications will be accepted until
3 p.m. (PST) on Friday, July 31, 2026

Please address cover letter to:
Danielle Golob, Human Resources Officer