



Manitoba Association for Safety in Healthcare

## **Position: Training Coordinator**

### **Position Overview**

The Manitoba Association for Safety in Healthcare Inc. (MASH) is growing quickly, and we are looking to add a Training Coordinator to join our team. This full-time position is responsible for the planning, development, coordination, and delivery of health and safety training programs across Manitoba. This position ensures training sessions are effectively planned, the materials required for the session are available and participants are supported throughout the engagement with MASH. This role supports MASH stakeholders by ensuring training initiatives meet industry standards, regulatory requirements, and organizational goals. The coordinator will maintain accurate statistical data related to training sessions, databases and supporting Safe Work certification efforts.

This position reports to the Director of Safety Programs and works in collaboration with the Safety Advisors when scheduling training/sessions and ensures coverage with the Administrative Assistant.

### **Education and Skills**

- Professional safety designations such as CRSP, CRST, CHSC, or other (achieved or pursuing).
- Post-secondary education in office administration or related education, adult education certificate or equivalent experience.
- Minimum 3 years of training coordination, office management, and planning is an asset.
- Working knowledge of safety and health legislation and other applicable legislation and standards.
- Advanced knowledge of MS Office 365 (Dynamics, Teams, Word, Excel, SharePoint, PowerPoint) and related software.

### **Duties and Responsibilities**

- Coordinate training in SkillsPass, schedule Safety Advisors, and manage session logistics (room bookings, equipment, materials).
- Register participants, issue certificates, and maintain training records (CRM, reports).
- Collaborate with Safety Advisors and stakeholders to identify training needs and improve content.
- Assist in developing new training courses and updating materials (PowerPoints, manuals, resources).
- Ensure training compliance with WCB SAFE Work Manitoba Endorsed Standards.
- Apply appropriate fee structure for non-levy training sessions and coordinate invoicing with the Administrative Assistant.
- Communicate course information via email/phone and respond to inquiries with excellent customer service.
- Participate in the Training Program Development Committee and assist with safety publications and awareness promotion.
- Conduct Safe Work Certification (SWC) team audits and quality assurance reviews as required.
- Perform quality assurance reviews for MASH Safety trainers and assist with SWC audits and maintenance.
- Experience with WCB and Safe Work Certification is an asset.
- Strong organizational, problem-solving, and time management skills.



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- Knowledge of current occupational health and safety legislation.
- Excellent communication, customer service, and interpersonal skills.
- Ability to work in a fast-paced environment, prioritize, and handle multiple requests.
- Work independently or collaboratively with diverse teams.
- Maintain a professional demeanor and commitment to confidentiality.

#### **Requirements of Employment**

- This position requires travel with the province with the possibility of overnight stays.
- Valid Class 5 vehicle drivers' license and reliable transportation.
- Applicants must have Microsoft TEAMS experience and be able to fully facilitate virtual training sessions from beginning to end.
- Working from Winnipeg office location

#### **About MASH**

The Manitoba Association for Safety in Healthcare Inc. (MASH) is Manitoba's new healthcare specific industry-based safety program (IBSP) and certifying partner for healthcare organizations. Its main purpose is to educate employers and improve the safety and health of workers in Manitoba workplaces that are part of the healthcare industry. MASH will provide relevant, customized services that respond to the diverse needs, hazards and risks specific to healthcare with an in-depth understanding and targeted strategies to support safe, productive workplaces.

This position is entitled to enrollment in a competitive benefits plan (Blue Cross), pension plan (HEB Manitoba), a wellness spending account and the opportunity to work in a hybrid work environment.

As a condition of employment, all successful applicants will be required to provide a satisfactory criminal record check (with vulnerable sector screening), adult abuse and child abuse registry checks prior to commencing employment.

\*Additional compensation may be provided for CRSP, CRST, CHSC or other recognized safety designations.