

POSITION DESCRIPTION

Title: Health & Safety Officer/Office Assistant

Requirements: High School Diploma. Experience preferred in at least two fields of the position description. Excellent written and oral communication skills. Ability to work in a fast-paced, team-oriented environment. Ability to analyze and edit written documents.

Duties: Provide general support for the day-to-day operation of the Southern Ohio Council of Governments and assistance to the Quality Services Supervisor, Business Manager and Administrative Assistant. Provide clerical support and coordination to mobile staff persons ensuring effectiveness and efficiency of resources. Serve as the SOCOG Health & Safety Officer.

These responsibilities include but are not limited to:

- Advising the management on safety issues as well as developing health and safety policies and procedures; Monitoring and controlling safety and compliance in the organization as per the law and organization's policy; Carrying out safety inspections and internal audits and reporting to management with suggestions; Ensure preventive measures, administrative control and personal protective equipment are implemented and used; Investigate and report accidents and near misses; Record keeping of all safety events, training and drills.
- Completes general office duties to include: data entry, mailing, filing, scanning, copying and faxing; creating and maintaining files; composition and editing correspondence and meeting minutes.
- Assist with departmental scheduling, tracking and monitoring of due dates, deadlines, and extension requests to ensure timely completion. Compilation of monthly reports of departmental activity and annual trends and patterns.
- Attend and assist with preparation for and follow up from meetings, trainings, special events, etc. Conducts research and completes other projects, as requested.
- Provide daily assistance and support to Quality Services Supervisor, Business Manager and Administrative Assistant; Responsible to be cross-trained in certain duties to provide back up when necessary.
- Responsible for maintaining cleanliness of common areas to include hallway, restrooms, lobby, and, kitchenette.
- Responsible for stocking supplies, filling copy machine, maintaining form copies, and emptying shredder.
- Assures positive, coordinated, and effective relations with staff, agencies, county board staff, individuals with disabilities, parents and the public; Maintains an attitude and conduct of appropriate social and moral behavior of a professional public servant; Understands and practices professional ethics in keeping with the confidentiality of information and materials with which he/she may come into contact; The foregoing is not intended to represent an exclusive listing of job duties and worker characteristics included within the position. Other duties and worker characteristics may be required which serve to meet the Board's operational and program objectives.

Supervisor: Quality Services Supervisor

Work Time: Monday-Friday (25 hours per week)

Other: Drug screen required upon offer of employment.

Approved by SOCOG Board on _____