



STATE OF OREGON
invites applications for the position of:
**Safety Specialist 2 (Safety
Manager)**

JOB CODE: DHS11-0120

**OPENING
DATE/TIME:** 10/20/11 12:00 AM

**CLOSING
DATE/TIME:** Continuous

SALARY: \$4,039.00 - \$5,671.00 Monthly

JOB TYPE: Permanent

LOCATION: Keizer, Oregon

AGENCY: Human Services-Seniors & People with Disabilities

DESCRIPTION:

DHS11-0120

This position is housed under the Department of Human Services (DHS).

The Department of Human Services (DHS) is about safety, health and independence for all Oregonians. We help Oregonians in their own communities achieve well-being and independence through opportunities that protect, empower, respect choice and preserve dignity. We protect children who are abused or neglected. We serve seniors, people with disabilities. We help low-income people along the road to self-sufficiency with health coverage, job preparation, childcare and other supports. Our services are delivered in the least restrictive setting and in partnership with communities. We are absolutely committed to ongoing innovation in the delivery of services, and we are committed to recruiting, developing and retaining dedicated employees.

The Department of Human Services (DHS), Seniors and People with Disabilities (SPD), State Operated Community Program (SOCP) is seeking an individual for an exciting career opportunity in the SOCP Administration Office in Keizer, OR.

This recruitment announcement will be used to establish a list of qualified candidates to fill the current vacancy. This announcement will be opened until filled, therefore, the first review of applications will be on November 11, 2011 and then every 2 weeks until the position is filled. If you are interested in applying to this position, please do so now as this announcement could close at any time.

SOCP has twenty-seven (27) community-based behavioral and medical homes located in the Willamette Valley area, (Eugene surrounding area, Portland surrounding area and Salem surrounding area, Lebanon, Newberg, Silverton, and Willamina).

SOCP provides 24-hour residential and vocational services and support for the highest risk population of Oregon citizens with Developmental Disabilities. SOCP is dedicated to providing developmentally disabled children and adults the support necessary to maintain the quality of life, achieve the highest possible level of independence and promote social opportunities, which benefit the individuals and the community. An Individual Support Plan (ISP), which emphasizes what is most important to the individual, is developed annually, updated as needed, and monitored by an assigned county Services Coordinator.

DUTIES & RESPONSIBILITIES:

The person in this position develops and administers occupational safety and injury/loss prevention programs for SOCP employees and clients. Provides consultation and guidance in the management of health and safety programs. Assesses health and safety procedures to help managers minimize the risk of disease or injury caused by chemical, physical and biological agents and to monitor, inform, and educate employees on issues of occupational health and safety. This position administers the Risk Management Program, the Infection Control Program and the Vehicle Incident Prevention Program.

Major duties include:

Administers SOCP's worker's compensation claims.

Represents SOCP at Worker's Compensation hearing as agent in providing testimony, claims settlement agreements, and preparation of hearing with SAIF attorney.

Provides advice and counsel to SOCP management and safety committee on client and employee safety program elements to ensure compliance with applicable laws, rules and regulations.

Formulates and carries out SOCP safety policies, procedures and programs in compliance with local, state and federal laws, rules and regulations.

Develops and presents regular injury and accident statistics and trend analysis of SOCP.

Maintains records and accurately reports required information in accordance to state and federal laws and regulations.

Consults with Human Resources and management staff in performance management related to safety issues.

Interacts with OR-OSHA regarding complaints, citations, including appeals

employer case for OSHA hearings to represent SOCP defense in citations and appeal processes.

Coordinates client and employee safety-training program including needs assessment and oversight of training.

Provides advice and counsel to managers and employees identifying potential worker and environmental hazards.

Working Conditions

Group Home setting, working with developmentally disabled individuals with behavior/medical conditions.

Regularly visits all SOCP Group Homes to complete monthly safety checks, help ensure licensing compliance and provide client/staff safety, training and incident follow-up.

You must have a valid driver's license and an acceptable driving record.

The person in this position works a professional workweek and the incumbent's flexibility to this work schedule is considered a condition of employment. It is understood that the hours of work may vary from day to day, week to week. There may be occasional overnight travel required. The hiring manager will work with the incumbent to determine work schedule specifics.

QUALIFICATIONS & DESIRED ATTRIBUTES:

QUALIFICATIONS

A Bachelor's Degree in Safety, Industrial Hygiene or related field; and two years

of experience in Workers' Compensation insurance loss prevention or as an occupational health and safety representative in an industrial, manufacturing, government, utilities, institutional or agricultural setting;

OR

Five years of experience in Occupational Health and Safety consultation work in an industrial, manufacturing, government, utilities, institutional or agricultural setting or in Workers' Compensation insurance loss prevention.

Your application materials, including your answers to the 'Supplemental Questions' will be reviewed to determine if you meet the minimum qualifications and how you meet the desired attributes for the position to which you have applied. Your answers to the supplemental questions must be reflected in your application.

DESIRED ATTRIBUTES

Experience working with 24/7 shift-based residential settings, institutional or community-based.;

Experience working with individuals with developmental or other disabilities;

Experience working successfully with union leadership and represented employees;

Experience working with Human Resources and SAIF or other worker's compensation programs.

Only the candidates whose experience most closely match the qualifications and desired attributes of this position will be invited to an interview.

A drug screening, criminal history, abuse history and driver's license check will be done on all applicants offered a final interview. If you are a resident of another state, you will need to provide your driver's license record from the state you . Any adverse background data may be grounds for immediate disqualification. For instructions and additional formation on the criminal history, abuse history and driver's license check, please read the information provided on the following link:

[DHS Criminal History Instructions](#)

You must possess and maintain a current, valid driver's license and an acceptable driving record per the Department of Human Services driving policy.

ADDITIONAL INFORMATION:

If you need assistance to participate in the application process, you are encouraged to call 503-378-5952 (voice) or 503-945-6214 (TTY) between 8:00 a.m. and 5:00 p.m. (Pacific Time) Monday through Friday.

DHS/SOCP will communicate with all applicants by e-mail.

IMPORTANT NOTICE – Email Addresses Now Required

The state of Oregon is now requiring all applications have a valid email address.

If you do not currently have an email address and do not know where to go to get one please refer to our Applicant E-Recruit FAQ's web page. Click on the link below to go directly to question #14 to view several INTERNET providers where you can get a free e-mail account. The state of Oregon does not endorse any particular provider.

[Applicant Frequently Asked Questions](#)

If you need assistance with adding attachments to your profile or to a specific job posting please go to [Adding and Removing Attachments to a Profile and Job Posting](#) for further instructions. This quick help guide can also be found on the State Jobs Page by clicking in the Applicant E-Recruit FAQ's then click on Applicant Profile Maintenance.

PLEASE CONSIDER JOINING US!

The Oregon Department of Human Services is committed to affirmative action, equal employment opportunity and workplace diversity.

VISIT OUR AGENCY WEBSITE AT:

<http://www.oregon.gov/dhs/jobs>

Job #DHS11-0120
SAFETY SPECIALIST 2 (SAFETY MANAGER)
CP

OUR OFFICE IS LOCATED AT:

500 Summer Street NE, E22
Salem, OR 97301-1099
503-945-5698

Safety Specialist 2 (Safety Manager) Supplemental Questionnaire

Your application materials, including your answers to the below "Supplemental Questions," will be reviewed to determine if you meet the minimum qualifications and how you meet the desired attributes for the position to which you have applied. Your answers to the supplemental questions must be reflected in the work experience section of your application. Résumés (text or attached) will not be reviewed to verify work history unless clearly stated in the job posting. Only those individuals who most closely match the desired attributes will be invited to an interview.

Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications. Transcripts must be from accredited institution and clearly show 1) your name; 2) the name and address of the institution; 3) the degree received and; 4) required courses completed with a passing grade. For application purposes, photocopies are acceptable; however official or original documents may be requested to validate education.

NOTE: This (transcript) requirement does not apply to all initial applications for positions with the Oregon Legislature or the Oregon Court System; in those branches the requirement, if any, for transcripts is as indicated on the job announcement.

- * 1. The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements for this position. Failure to provide detailed and complete information may result in your application being rejected. Do not submit a resume in place of completing the Supplemental Questions. Any information you submit may be verified. When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of this application and the Supplemental Questions. Application responses to supplemental questions about number of years of experience must be documented in the written work experience section of the application. I must have a valid e-mail address to apply for jobs with the Department of Human Services (DHS), State Operated Community Program (SOCP). All communication regarding my application and status will be done by e-mail. I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected. I also understand that I may not submit a resume in lieu of filling out the application or answering the Supplemental Questions.
 - I acknowledge that I have read, understand and agree with the above statements.
- * 2. Which of the following best describes your **highest related level of education**?
 - High School Diploma or Equivalent
 - Some College Coursework, No Degree Received
 - Associate's Degree
 - Associate's Degree and additional coursework
 - Bachelor's Degree
 - Bachelor's Degree and additional coursework
 - Master's Degree
 - Master's Degree and additional coursework
 - Doctorate Degree
 - Doctorate Degree and additional coursework
 - None of the Above
- * 3. If you selected "Some College Coursework, No Degree Received" or "degree and additional coursework" in question 1, how many **upper division (300 level or higher) credit hours have you completed**? Select the Quarter/Semester hours that best

describe your completed coursework. If you did not, select N/A.

- N/A
- 4 Quarter hours/3 Semester hours
- 8 Quarter hours/5 Semester hours
- 12 Quarter hours/8 Semester hours
- 16 Quarter hours/11 Semester hours
- 20 Quarter hours/13 Semester hours
- 24 Quarter hours/16 Semester hours
- 28 Quarter hours/19 Semester hours
- 32 Quarter hours/21 Semester hours
- 36 Quarter hours/24 Semester hours
- 40 Quarter hours/27 Semester hours
- 44 Quarter hours/29 Semester hours
- 45-68 Quarter hours /30-45 Semester hours
- 69-95 Quarter hours /46-63 Semester hours
- 96-143 Quarter hours /64-95 Semester hours
- 144-191 Quarter hours /96-127 Semester hours
- 192-239 Quarter hours /128-159 Semester hours
- 240 or more Quarter hours /160 or more Semester hours

* 4. If you selected "degree with additional coursework" in question 1, please identify the focus of your **upper division (300 or higher) coursework**. If you did not, enter N/A.

* 5. Which of the following best describes the **focus of your degree**?

- Safety
- Industrial Hygiene
- Other Related Education
- None of the Above

* 6. If you selected "Other Related Education" in question 4, please **identify the focus of your degree**. If you did not, enter N/A.

* 7. Which of the following best describes your level of experience in **Occupational Health and Safety consultation work in an industrial manufacturing, government, utilities, institutional or agricultural setting or in Workers' Compensation insurance loss prevention**?

- less than 6 months
- 6 to 11 months
- 12 to 17 months
- 18 to 23 months
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- 7 years
- 8 years
- 9 years
- 10 years or above
- None of the above

* 8. SOCP has 27 group homes spread over multiple cities in the Willamette Valley, all

operating on a 24/7 shift model, using paraprofessional staff to support individuals with developmental disabilities with intensive behavioral and/or medical support needs. Please describe your experience working with this or similar settings or situations.

- * 9. Given the widely-distributed structure described above, how would you organize an effective staff and client safety program? What would be the key elements, including what you would personally do?

- * 10. How would you help to focus on preventing lost-time injuries and helping staff to return to work as quickly as possible?

- * 11. Many of SOCP's staff injuries involve lifting or positioning clients with intensive medical support needs or staff injury due to interactions with clients with intensive behavioral support needs. How would you approach reducing these kinds of injuries?

- * 12. Please describe your experience working with human resources and workers compensation programs. How would you establish and maintain strong, effective interactions?

* Required Question