



<b>Position Title:</b>	<b>Level 3 Occupational First-aid Attendant (OFA)</b>
<b>Location:</b>	<b>Fort St. John</b>
<b>Position Summary:</b>	
Reporting to the Peace River Hydro Partners (PRHP) Emergency Response Supervisor, the Occupational First Aid Attendant (OFAA) is responsible for providing emergency first aid when required and ensuring that their duties are carried out in accordance with regulatory requirements and PRHP protocols and procedures.	
<b>Job Description:</b>	
<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Reports to the Emergency Response Supervisor;</li> <li>▪ Provide emergency care, from minor injury management to the most serious trauma care involving airway, breathing, and circulatory emergencies;</li> <li>▪ Comply with all operating procedures and protocols, including ERT standard operating procedures;</li> <li>▪ Quickly and effectively analyse hazardous situations and take appropriate course of action;</li> <li>▪ Participate in morning toolbox meetings and/or hazardous work pre-job safety meetings;</li> <li>▪ Ensure that patients are managed in a professional manner;</li> <li>▪ Undertake triage of patients as requested;</li> <li>▪ Maintain patient records as care is provided in an objective, complete, and timely manner;</li> <li>▪ Have a good working knowledge of Medical Records storage and retrieval;</li> <li>▪ Ensure first aid rooms, equipment and transport vehicles are operationally ready at all times to undertake all medical retrieval services at the start of each shift;</li> <li>▪ Maintain inventories of all stock as per regulatory requirements and PRHP procedure;</li> <li>▪ Ensure adequate supplies of PPE are available;</li> <li>▪ Ensure infection control practices are followed at all times;</li> <li>▪ Complete a comprehensive decontamination and cleaning of the vehicle, MTC and First Aid Room each shift and after each patient;</li> <li>▪ Clean and maintain ERT building;</li> <li>▪ Inspect and maintain equipment between uses;</li> <li>▪ Understand equipment maintenance program and participate as appropriate when requested;</li> <li>▪ Conduct respirator fit testing;</li> <li>▪ Receive and document all confined space entry calls;</li> <li>▪ Complete Field Level Hazard Assessments and Light Duty Vehicle Inspections daily;</li> <li>▪ Actively maintain skills through ongoing education;</li> <li>▪ Actively participate in practice drills;</li> <li>▪ Participate in annual skills assessment testing in basic life support and other identified skills;</li> <li>▪ Participate in scheduled meetings and other activities as requested;</li> <li>▪ Participate in fire prevention and education program;</li> <li>▪ Participate and complete additional training that may be requested by management;</li> <li>▪ Prepare reports relating to the specific area of responsibility as requested;</li> <li>▪ Any other duties that may be requested from time to time by management;</li> </ul>	



**Knowledge, Skills, and Abilities**

- Ability to understand and follow oral and written instructions
- Effectively communicate and actively build relationships with other team members
- Readily assume leadership role
- Adapt quickly in a dynamic environment
- Prioritize multiple competing tasks
- Skill in the operation of all medical equipment
- Working knowledge of computer systems and Microsoft Office competency

**Experience and Qualifications:**

**Certification:**

- Valid WorkSafeBC recognized Occupational First Aid Level 3 certificate (Required); **or**
- A BC EMA Licence, will be acceptable with a valid PII and letter of good standing from the EMA Licensing Board (Required)

**Experience:**

- Previous heavy civil construction experience is considered an asset
- Valid Construction Safety Training System (CSTS) certification is considered an asset
- Preference will be given to persons with additional fire/emergency response certifications such as NFPA 1001 Fire Fighter I & II, NFPA 1670 Technical Rescue (Awareness & Operations levels), NFPA 472 Hazardous Materials (Awareness & Operations levels), etc.

**Notice:**

Paramedics and First Responders who have a current EMA licence issued by the Emergency Medical Assistants Licensing Board of B.C. (EMALB) are eligible for occupational first aid (OFA) certification. These candidates will need to:

Take, and successfully complete, the WorkSafeBC occupational first aid course or examination, or the equivalent course or examination from an approved first aid training provider.

Or

Complete an OFA-out-of-jurisdiction jurisprudence package, then present their completed out-of-jurisdiction jurisprudence package and valid EMALB-issued license, and current photo ID acceptable to WorkSafeBC, to an approved first aid training provider. The approved first aid training provider will provide the application for OFA certification and issue an OFA certificate at the applicable level.