



**Title:** Assistant in Program Services (Workplace Health & Safety and Healthcare)

**Department:** Program Services

**Category:** PSA B

**Date:** August 26, 2021

Bridge expertise and established practices and programs in Health and Safety to unify and empower both Health and Safety Union Activists and NYSUT's 15,000 Health Care Professionals statewide. Utilize social media and continue developing an online presence for workplace health and safety and health care professional's issues. Work with outside agencies and organizations to advocate on issues related to health and safety and health care professionals on behalf of NYSUT. In addition, this position also works closely with the NYSUT Statewide Health and Safety Advisory Committee and NYSUT Health Care Professional Council and other related entities.

#### Responsibilities

- Oversight and further development of NYSUT's Health and Safety Programs which serve to assist NYSUT Members whose lives are endangered by unsafe working conditions.
- Write and administer health and safety grants.
- Provide ongoing technical assistance and training to NYSUT Staff, locals and affiliates on workplace health and safety and healthcare professionals issues.
- Collaborate with other NYSUT departments, create and deliver onsite and online training addressing NYSUT member needs including laws, regulations and emerging hazards.
- Provide expert knowledge of regulations and awareness of new legislation affecting Workplace Health and Safety and NYSUT's Health Care Professionals.
- Work with NYSUT field, national affiliates, constituency groups and NYSUT locals in providing legislative and local level understanding of legislation that impacts Health Care Professionals.
- Coordinate and provide guidance to the Statewide Health and Safety Advisory Committee and the Health Care Professional Council.
- Work to further develop and strengthen the annual Professionals Issues Forum for Health Care and the biennial Health and Safety statewide conference.
- Create Union program content and Union initiatives in support of NYSUT Health Care Professionals and NYSUT member Health and Safety.
- Provide expert guidance and insight in workplace health and safety for all NYSUT members and NYSUT affiliates.
- Create and deliver training, communications; collaborate with the field staff and NYSUT departments to deliver relevant messaging. Provide Field staff with timely notice of regulatory changes issued by federal and state agencies.
- Other duties as assigned.
- Unify NYSUT Healthcare Professionals and NYSUT Health and Safety Leaders and Activists around issues of importance to them at the local and national level. Empower members with NYSUT's support and guidance.

Qualifications:

- A minimum of five years' experience in Workplace Health and Safety, including five years working for a labor union with a diverse membership.
- Proven track record in making presentations and facilitating workshops.
- Excellent writing skills.
- Excellent interpersonal communications skills.
- Ability to travel.

Submissions:

Qualified applicants should submit resume and cover letter to NYSUT Human Resources  
HR@nysut.org no later than September 10, 2021

NYSUT is committed to building a diverse and inclusive team. Women, people of color, and LGBTQ people are encouraged to apply

EOE

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