

COVID 19 Program Coordinator

Wood is currently hiring for a **COVID-19 Program Coordinator** who will assist in providing overall support and coordination of COVID-19 program management activities for our construction project located near Gogama, ON. The position will require the incumbent to work closely with the HSSEA group, the client and regulatory agencies.

Key Responsibilities

- Report to the Project HSSE Manager
- Leads and coordinates COVID-19 management efforts on the project
- Assist in the development, implementation and management of project related COVID-19 programs, protocols and documents
- Manage and respond to questions related to COVID-19 protocols as related to the project
- Liaise with Contractors for all COVID-19 related matters
- Interface with Ministry of Health (MOH) on all COVID-19 related issues
- Lead and manage project COVID-19 response plan
- Work with project busing, security, camp, medical, and site access contractors to implement project COVID-19 testing requirements.
- Compile and prepare COVID-19 reports on a weekly and monthly basis
- Prepare and present COVID-19 related publications and other related documents
- Inventory and order COVID-19 response equipment, materials and supplies
- COVID-19 program assurance activities, both on site and off site (Timmins & Sudbury bus terminals)

Skills / Qualifications

- Graduate of any bachelor's degree or equivalent (BSc preferred)
- A background in health-care will be considered an asset
- Minimum 10 years of experience at a senior level in the following:
 - Case management experience
 - Crisis Management experience
 - Experience liaising with external parties such as regulatory bodies
 - Experience developing health procedures / protocols
 - Experience in decontamination/sanitation/prevention protocols
 - Experience in assurance / auditing procedures
- Proficiency using Microsoft Office products
- Authorization to lawfully work in Canada without sponsorship from Wood is required

To Apply, click on link below:

[Click to Apply – COVID 19 Program Coordinator 2021-95085](#)

Or visit our careers page at <https://careers.woodplc.com/ nocache> and search for 2021-95085

If you require assistance, please contact Debbie.cupido@woodplc.com