



Health & Safety Practicum Student

*Health & Safety Department
Calgary and Area*

About Closer To Home Community Services

Closer to Home Community Services (CTH) is a non-profit organization located in Alberta since 1995. CTH provides a wide range of services designed to meet the unique needs of children, youth and families.

About the Position: Closer to Home is looking for a dedicated, health & safety focused individual to join our Health & Safety department as a Practicum Student. Working closely with our Compliance Officer, you will play a key role in maintaining regulatory standards and ensuring our organization remains fully compliant.

Responsibilities:

- Assist with ongoing Occupational Health and Safety (OHS) initiatives across the organization
- Participate in policy reviews and documentation management to ensure alignment with current regulations.
- Monitor organizational compliance, assist with internal safety audits, and track workplace incidents to identify trends.
- Support the administrative and OHS-related requirements for program expansions and licence renewals.
- Help prepare materials for upcoming regulatory inspections and organize required compliance documentation.
- Monitor and track action items arising from licensing reviews to ensure timely completion.
- Assist in aligning organizational policies with Commission on Accreditation of Rehabilitation Facilities (CARF) and Teaching Family Association (TFA) accreditation standards (noting that CARF features a significant OHS component).
- Gather, organize, and manage documentation and evidence required for the accreditation process.
- Contribute to broader quality improvement initiatives across the organization.

Qualifications:

- Currently enrolled in a relevant post-secondary program (e.g., Occupational Health and Safety, Human Services, Public Administration, Quality Improvement, or a related field).



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- Strong problem-solving abilities with a sharp eye for detail and compliance alignment.
- Exceptional organizational and documentation management skills; ability to track multiple moving parts and action items.
- Clear and professional verbal and written communication skills.
- Proficient in G-Suite (Google Slides, Sheets, Docs, Gmail, etc) and comfortable learning new data/tracking systems.
- Self-motivated individual with the ability to maintain a high degree of professionalism and confidentiality
- Highly organized, adaptable and able to effectively manage multiple priorities at one time
- Exceptional written and verbal communication skills; comfortable interacting with people from a variety of backgrounds
- Culturally competent and able to conduct yourself in a respectful manner, encouraging of the cultural/spiritual beliefs and practices of others
- A Police Information Check with a Vulnerable Sector Search and an Intervention Record Check must be completed prior to commencement. Any convictions or records should be disclosed before hire.
- Current First Aid Level C from an Alberta OHS Approved agency.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. For more information on our organization, please visit our website at www.closetohome.com.

In the spirit of respect, reciprocity and truth, we honour and acknowledge that we are gathered on the ancestral lands of the Siksikaitsitapi (Blackfoot Confederacy), which is comprised of the Siksika, Kainai, Piikani and Amskapi Piikani Nations, and the shared territories of the Tsuut'ina Nation and Iyarde Nakoda Nations, all of whom are the original signatories of the Blackfoot Treaty #7 in Southern Alberta. We also recognize Mohkinstsis (Calgary) as a home to members of the Metis Settlements and communities within Alberta.