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# Example of Coordinator Health Job Description

Our growing company is searching for experienced candidates for the position of coordinator health. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for coordinator health

* Updating of notice boards, site wide on a monthly basis
* Other duties as required by the Health & Safety Manager
* Implement and maintain Group and site H&S systems, conduct root cause analysis to close out potential safety problems
* Actively support and champion ‘best practice’ ethos and culture
* Undertake Internal Health & Safety auditing to maintain a safe working environment and systems
* Maintain Health & Safety at all relevant sites to enable production of internal & statutory reports
* Communicate and feedback current Health and Safety Legislation to the appropriate parties where necessary
* Coordinate the short & long-term group strategic plans to raise the standards of Health & Safety at the site as directed by the site Health & Safety Manager
* Advise Managers and Supervisor’s in the implementation of local practices and procedures to ensure that the site complies with statutory requirements and guidelines, and group standards
* Promote compliance of the Company’s H&S Management Systems

## Qualifications for coordinator health

* Medical or insurance industry experience
* At least 3 years’ experience working with patients and healthcare providers
* Experience with EHR systems
* High level of competency in Microsoft Office
* Displays an interest in wellness and employer related wellness programs
* Preferred work history to include 1 year of experience directly related to job responsibilities specified above