

Essential Functions:

Serves as a technical resource and subject matter expert.

Assists with the development, documentation, and program direction for environmental.

Coordinate development of standardized reporting and implement an effective audit program to assure compliance.

Assists with development of standardized processes for environmental management.

Assists with the development of policies and procedures at the corporate, facility and department level.

Coordinate collection, organization, and analysis of information, and corrective actions as applicable.

Develop and maintain strong working relationships within Atrium and with professional organizations and other healthcare organizations, municipal services, and regulatory authorities.

Develop, track and report status reports.

Implement and oversee special projects as directed by the Quality Division Presidents, Assistant Vice Presidents, Directors or Managers.

Develops and delivers presentations.

Responds to and researches questions from management or customers.

Marginal Functions:

Completes other duties as assigned.

PHYSICAL ENVIRONMENT AND

REQUIREMENTS:

Works in an office environment sitting, standing, walking, working with standard office equipment (computer, telephone, fax, copier, etc.). And also time will be spent in healthcare facility or support services setting. Must be able to carry up to 15 pounds. Travel to other facilities in personal vehicle is required, and the employee will be reimbursed for work-related mileage. The employee is responsible for setting a strong example of safety by working in a safe manner.

Education/Training:

Degree: Bachelors required, Masters Degree preferred

Basic knowledge: Demonstrated knowledge of

regulatory agencies (EPA, OSHA, DOT, etc.) code requirements and/or compliance, and the progressive application of those standards as applicable to Corporate Safety service lines.

Certification / Licenses:

Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), or Certified Hazardous Materials Manager (CHMM) preferred.

Experience:

Minimum five to seven years experience in related discipline required.

Minimum three (3) years experience in healthcare preferred.