Harlem School of the Arts Health & Safety Coordinator

Harlem School of the Arts (HSA) seeks a Health & Safety Coordinator. This individual promotes safe work practices and environments and specializes in assessing and enforcing health and safety protocols in the workplace to help minimize workplace exposure to airborne infectious diseases, including COVID-19. This individual will work closely with HAS management and COVID-19 Response Team to provide guidance and support on the execution of COVID-19 health and safety protocols and directives.

This is an on-site, full-time position with a Tuesday through Saturday schedule at Harlem School of the Arts at 645 Saint Nicholas Ave.

Responsibilities:

- Conduct daily health screenings of building visitors at entry
- Track the current CDC, New York City, and New York State COVID-19 mandates for adults and children
- Update COVID-19 Response Team on changes in COVID-19 variations, vaccinations, and social distance policies
- Coordinate and track all HSA staff and faculty mandated proofs of vaccination
- Coordinate any app or other technology aids
- Administrative lead and point person for all internal and public notifications and communications regarding HSA COVID-19 policies for staff, faculty, students, parents/guardians, and visitors
- Support Operations Team in implementing all Safety and Health related building procedures and protocols
- Support recordkeeping for health and safety procedures
- Trained in online COVID-19 compliance as suggested by nyc.gov
- Liaison on all documentation developed by Human Resources and COVID-19 Response Team
- Coordinate website updates regarding all policies and messaging
- Coordinate all COVID-19 related signage in public areas, restrooms, studios, etc.
- Available onsite to perform COVID-19 daily temperature check for students, visitors, and parents/guardians. Required on-site schedule includes: Tuesday, Wednesday, Thursday, and Friday from 2:00 PM - 8:00 PM Saturday - 8:30AM - 5:30 PM
- Handle any COVID-19 case or suspected case, communicate with families and HSA management staff, and follow-up prior to person’s return
Qualifications:
- Must be fully vaccinated on first day of employment and maintain up-to-date COVID-19 vaccinations
- Minimum 3 years of experience preferred working in a healthcare setting or school
- Associate’s degree in safety, industrial hygiene, business, or a related field
- Experience with regulatory compliance and reporting
- Working knowledge of COVID-19 responses and best practices
- Familiar with various global, federal, and state legislation, standards, regulations, and best practices on health and safety responsibilities
- Strong communication skills, both verbal and written
- Management/Supervisor experience preferred

To Apply
To be considered for an interview, please email your resume to employment@hsanyc.org and include the subject line: Health & Safety Coordinator. Only those candidates whose qualifications most closely meet the position requirements will be contacted. No phone calls, please.

Location
Harlem School of the Arts is located at 645 Saint Nicholas Avenue in Harlem. The school is easily accessible via the A, C, B, and D subway lines.

About Harlem School of the Arts
Harlem School of the Arts enriches the lives of young people and their families through world-class training in and exposure to the arts across multiple disciplines (Art, Music, Dance, and Theater) in an environment that emphasizes rigorous training, stimulates creativity, builds self-confidence, and adds a dimension of beauty to their lives.