

## Join Our Team as a Health & Safety Administrator

**Starting Salary:** \$60,000 annually

**Schedule:** Monday – Friday | 8:00 AM – 4:00 PM

**Benefits Include:** Health, Dental, Vision, 401(k), Company-Paid Life & Disability Insurance, Paid Vacation & Holidays, Employee Discounts

### **Make Safety a Priority. Make a Difference Every Day.**

At **Kent-Sussex Industries (KSI)**, we believe every individual deserves the opportunity to live, work, and thrive in a safe, supportive environment. As our **Health & Safety Administrator**, you'll play a vital role in protecting the health and well-being of adults with intellectual and developmental disabilities while helping ensure our staff have the knowledge and confidence to provide exceptional care.

If you're passionate about healthcare, safety, compliance, and making a meaningful impact, we'd love to meet you.

### **What You'll Do**

As the Health & Safety Administrator, you'll serve as KSI's leader in health, medication administration, workplace safety, and regulatory compliance. You'll collaborate with leadership and Direct Support Professionals to create a culture where health and safety come first.

Your responsibilities will include:

- Overseeing medication administration systems and documentation
- Training and certifying Direct Support Professionals in Delaware LLAM procedures
- Responding to first aid incidents and promoting preventative health practices
- Leading infection prevention and workplace safety initiatives
- Ensuring compliance with OSHA, DDDS, Delaware Board of Nursing regulations, HIPAA, and agency policies
- Conducting medication audits and competency evaluations
- Preparing for licensing reviews and regulatory audits
- Developing staff training programs related to health, safety, and emergency preparedness
- Identifying risks and implementing proactive solutions to keep individuals and staff safe

### **We're Looking for Someone Who Is...**

- ✓ Passionate about improving the lives of others
- ✓ Organized, detail-oriented, and highly accountable
- ✓ Comfortable leading trainings and coaching staff
- ✓ A confident decision-maker with excellent communication skills
- ✓ Committed to creating a safe, healthy, and inclusive workplace

## **Qualifications**

- Bachelor's degree preferred in Nursing, Public Health, Human Services, Behavioral Health, or a related field
- Two or more years of experience in health and safety, compliance, risk management, or human services preferred
- Experience working with individuals with intellectual and developmental disabilities is a plus
- Knowledge of OSHA standards, medication administration, and healthcare documentation
- Strong leadership, organizational, and problem-solving skills
- Valid driver's license with an acceptable driving record
- Ability to pass required criminal background and abuse registry screenings

## **Why KSI?**

For more than 60 years, KSI has empowered adults with intellectual and developmental disabilities to achieve greater independence through employment, life enrichment, and community inclusion. Every member of our team plays an important role in helping individuals reach their fullest potential.

When you join KSI, you're joining an organization that values compassion, teamwork, innovation, and excellence.

## **You'll enjoy:**

- A stable Monday-Friday schedule with no overnight shifts
- Competitive benefits package
- Opportunities for professional growth and leadership
- Meaningful work that positively impacts lives every day
- A supportive team dedicated to making a difference

## **Ready to Make an Impact?**

If you're looking for a career where your expertise in health and safety truly matters, we encourage you to apply today and become part of the KSI family.

**Together, we can build safer environments, healthier lives, and stronger communities.**