



Haldimand War Memorial Hospital & Edgewater Gardens

NON-UNION JOB POSTING – 2023-11-10 NU

Human Resources Generalist

Haldimand War Memorial Hospital, located in beautiful Dunnville, Ontario (45 minutes from Hamilton, Ontario) is a 39 bed rural hospital serving acute care and complex care patients. Edgewater Gardens is a 64 bed long term care home located in Dunnville, Ontario providing a quality lifestyle in a home-like environment.

We are in search of an experienced, solution focused, Human Resources professional with a focus on customer service and the employee experience who can add incredible value to our small, yet dynamic team; you will play an integral role in the organization by providing support and guidance in multiple facets of Human Resources to all levels of the organizations.

Reporting to the Director of Human Resources, the Human Resources Generalist will provide hands-on support in the important area of Human Resources, including but not limited to full-cycle recruitment, employee onboarding, employee and labor relations, pension and benefits administration, policy administration, performance management, and attendance management.

The incumbent will be responsible for supporting the day-to-day operations of the Human Resources department including:

- Work in collaboration with the Director of Human Resources to achieve the goals and strategic objectives of the Human Resources department.
- Support Management and play a lead role in the full cycle recruitment and selection process including reviewing, creation, and distribution of Job Postings as well as collaborating with Management in the Interview process and the selection of candidates.
- Act as a main point of contact for Employee, Leader, and Union inquiries or issues, responding to matters in a timely and consistent manner.
- Provide assistance and support to employees throughout their employment.
- Support positive employee relations by attending Labor Management meetings as needed.
- Direct and facilitate the onboarding of new employees including the Orientation process, collection and maintenance of new employee information, entry into the HRIS system, and employee accesses.
- Provide comprehensive guidance and support to all levels of Management with Employee and Labor Relations matters.
- Play a supporting role in the Performance & Attendance Management process.
- Perform reporting tasks for employees and management as well as regulatory bodies.
- Ensure organizational compliance with Legislative and Collective Agreement requirements.
- Ensure compliance of staff with Policies and Processes of the organizations.
- Responsible for HR Operations and transactional activities including pension and benefits enrolment and administration, short/long-term disability administration, leave of absence administration, transfers, separations, retirements, etc.
- Work closely with Payroll and process life cycle changes in the HRIS system within payroll timelines.

- Maintain regular and timely communication with various stakeholders, regional partners, regulatory bodies, etc.
- Participate as needed in the Investigation process.
- Collaborate with and support the Health and Safety Specialist regarding WSIB cases and reporting.
- Support and participate in the Return-to-Work process with Management, Employee Health and the Health and Safety Specialist.
- Support the health and wellness of employees by acting as a member of the Wellness Committee including the planning & facilitation of events.
- Other important duties as assigned.

Hours of Work:

The successful candidate will work Monday – Friday (37.5 hours weekly) with a willingness to adjust his/her schedule to meet the needs of the organizations.

Qualifications:

- Bachelor's Degree or Post-Graduate Certificate in Human Resources Management. Certified Human Resources Professional (CHRP) or Certified Human Resources Leader (CHRL) designation required.
- 3+ years of Human Resources experience, preference given to candidates with experience in a healthcare setting. Experience within a multi-union/non-union environment preferred.
- Demonstrated ability to work with tact, diplomacy and confidentiality.
- Strong knowledge and understanding of relevant employment legislation and regulatory requirements.
- Strong knowledge of Collective Agreement interpretation/administration and application.
- Demonstrated professionalism in all facets of work.
- Excellent interpersonal, written and verbal communication and problem solving skills.
- Excellent critical thinking, analysis and assessment skills.
- Proven ability to prioritize, multi-task and meet deadlines.
- Proven ability to handle stressful situations.
- Comfortable working in a fast paced environment in a highly visible role with exposure to various levels of management and stakeholders.
- Knowledge and experience with Medisolutions systems considered an asset.
- Excellent proficiency on computers including Windows based systems (Word, Excel, Outlook, PowerPoint).
- Ability to work independently, and be self-motivated and self-directed, while being able to work in a collaborative manner.
- Demonstrated satisfactory work performance and attendance history.
- Demonstrates a commitment to a healthy and safe workplace for self and others and the Mission, Vision and Values of Haldimand War Memorial Hospital & Edgewater Gardens.

Successful candidates will be required to submit proof of full COVID-19 vaccination from the Ontario Ministry of Health website or other authorized source directly to Human Resources. If an exemption is required based on medical or on a ground pursuant to the Ontario Human Rights Code, please speak with Human Resources for further information.

Instructions to Applicants: Haldimand War Memorial Hospital & Edgewater Gardens welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please forward your resume and letter of application to Jessica Field, Director of Human Resources,
jfield@hwmh.ca.