

Eastholme Home for the Aged

wants you to join our team!

Human Resources Generalist

Permanent Full-time opportunity



Under the direction of the Administrator, the Human Resources Generalist (*a new role at Eastholme*) will coordinate many of the day-to-day Human Resource and Health & Safety functions and duties with a focus on recruitment processes, metrics/data analysis, liaising with payroll, employee health, safety and wellness (occupational health & safety), and various compliance matters. The HR Generalist will also support the Administrator with various tasks, projects, research and initiatives and assist in providing data/metrics and guidance to managers on employee related matters and the interpretation of policies and the collective agreement.

A sample of the key responsibility areas for this job:

- Responsible for providing coordination, research, communications, and support to the Administrator, with respect to labour relations and employee services.
- Provide employee and labour relations support to managers and employees.
- Conduct research, collect data, and provide analysis on various aspects of HR programs, policies, and projects.
- Assist with more complex workplace investigations.
- Improve workflow effectiveness through automation of department processes and tools.
- Oversee the recruitment and retention functions of the Home.
- Assist the Director of Administration in the areas of benefits enrollment, non-occupational injury STD/LTD disability claims, disability claims adjudication, return to work planning and support, etc.
- Work closely with Administration/payroll team to ensure there is accurate communication on all people related matters (e.g., benefits enrollments, leave information (type of leave, start-end dates)).
- Coordinate, administer and monitor Eastholme's Occupational Health and Safety Program.
- Collaborate with the Director of Administration on the on-going management and monitoring of Workplace Safety and Insurance Board (WSIB) claims.
- Coordinate the Joint Health and Safety Committee's activities.
- Prepare accident statistical data and report to Management and the Joint Health and Safety Committee.
- Monitor and audit the workplace inspection process and assist in the coordination of workplace injury investigations and complete appropriate documentation.
- Coordinate ergonomic assessments and research safety issues.
- Conduct ongoing training needs assessment and determine health and safety education and training priorities.
- Coordinate, facilitate and deliver (as required) various training programs; act as a liaison to external training providers; maintain training records.

What You Will Bring to Us:

- Post-secondary education in HR, Management, Business Administration, or a related field.
- CHRP/CHRL or in process of obtaining, is preferred.
- Joint Health and Safety Committee Certification (Parts I and II) and up to date First Aid including CPR (or willingness to obtain within a reasonable period).
- Minimum of five (5) years' experience in a progressively responsible Human Resources role, preferably within a unionized work environment.
 - Experience to include implementation and monitoring of all Health & Safety related requirements, coupled with WSIB claims management experience.
 - Experience within the healthcare sector is an asset but not a necessity.
- Working knowledge of all relevant legislation and regulations.
- Comfort with various HRIS (human resources information systems) and other technology/applications.
- Strong investigative, analytical, organizational, research and project/time/records management skills.
- Ability to maintain effective relationships (internal and external) with well-honed conflict resolution skills.
- Organized self-starter who sets priorities and drives deliverables with a high level of accountability.
- Ability to manage and secure confidential/sensitive/controversial information.
- Ability to quickly problem solve and generate creative solutions and new approaches to challenges.
- Must be willing to work the hours necessary to ensure the effective operation of the facility.
- Must provide a complete and current Vulnerable Sector Check (including a Criminal Background Check).
- Must be willing to obtain any, and all, required immunizations as set out by legislation or regulations.

The full/detailed job description can be reviewed on the [Eastholme Careers Page](#)

What We Offer to You:

- Competitive wages (\$75,000 – \$85,000 per annum based on a 40-hour work week)
- Health Benefits, Paid vacation, OMERS pension plan

Please submit your resume to:

Administrator@eastholme.ca

We thank everyone for their interest in joining our team! Once we review your resume, if you have the qualifications we require for this job, we will be in touch to schedule an interview.

Posting Closes: **Wednesday, October 2, 2024 @ 12:00 NOON**

Eastholme is an equal opportunity employer and values diversity in our workforce. We encourage applications from all qualified individuals. We are also AODA compliant and should you require accommodation in the hiring process, please do not hesitate to let us know - accommodations may be provided in all steps of the hiring process.

Eastholme is a 128-bed district home for the aged located in Powassan in a tranquil setting overlooking the town and on the edge of a 60-acre forested parcel of land - an ideal setting in which to work!