

JOB DESCRIPTION



Position Title: Human Resources Generalist	Reports to (Direct): Administrator
Department: Administration	Classification: Management
Hours per Week (regularly scheduled): 40 hours per week	
Effective Date: June 2024	Revision Date: NEW <i>Replaces Health & Safety Specialist</i>
Position Synopsis and Purpose (An overview of the job and how it connects to the big picture)	
<p>Under the direction of the Administrator, the Human Resources Generalist will coordinate many of the day-to-day HR and H&S 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.</p> <p>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.</p>	
Major Responsibilities (include but are not limited to): (What does this job do and how is the time allocated)	
All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.	
Human Resources Duties:	
<ul style="list-style-type: none"> • Responsible for providing coordination, research, communications, and support to the Administrator, with respect to labour relations and employee services. This includes, but is not limited to, <ul style="list-style-type: none"> ○ Coordinating and providing administrative support for labour relations functions such as collective bargaining, grievance hearings, and labour/management meetings. ○ Providing project and administrative support. ○ Acting as a sounding board and subject matter expert. ○ Provide project management for organization wide HR initiatives. • Provide guidance on relevant policies, procedures, collective agreements, and legislation – keeping abreast of developments and impending changes and make recommendations to ensure compliance. • Provide employee and labour relations support to managers and employees, which may include addressing, investigating, and resolving day-to-day employee relations enquiries, either directly or through advice to managers, escalating complex situations to the Administrator. • Conduct research, collect data, and provide analysis on various aspects of HR programs, policies, and corporate projects - identify trends, make recommendations, and prepare reports. • Assist with more complex workplace investigations and recommend the appropriate resolution of issues. • Improve workflow effectiveness through automation of department processes and tools, including standardization of HR-related forms, documented work procedures and employment documentation. • Oversee the recruitment and retention functions of the Home. This includes: <ul style="list-style-type: none"> ○ Assist the Leadership Team in developing the annual workforce planning needs. 	

- Create adaptable and achievable recruitment and retention strategies, staying updated on effective recruiting methods and job posting avenues applicable to the healthcare sector.
- Work with administration team to ensure recruitment tools are kept current and meet the needs of the Home (e.g., job descriptions, job postings, interview questionnaires, letters of hire, employment contracts, employee orientation programs, Careers webpage, social media posting sites, etc.).
- Coach and support hiring managers through full recruitment and on-boarding processes.
- Ensure all staff receive an orientation to the organization and that appropriate training is provided throughout their service
- Assist with interviews (as approved by the Administrator).
- Coordinate exit interviews for departing employees to understand reasons for departure.
- Track recruitment and retention data and metrics and report on same.
- Assist managers with data and metrics to help identify items such as staff training needs and when updates are required for various training programs/modules; attendance/absenteeism issues or patterns, and guide managers where conversations with employees may be required.
- Source, recommend, and coordinate training for managers and staff (as required).
- 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.
- Assist in the development of modified work plans and *OHRC* accommodation requests.
- 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)).
- Respond to telephone and written enquiries on employment confirmations.

Health and Safety duties:

- Coordinate and administer Eastholme's Health and Safety Program including programs to minimize employee accident, illness, and absenteeism. *** this role **is not** responsible for Clinical IPAC policies and procedures but is expected to coordinate with the Manager IPAC on these matters.*
- Monitor Eastholme's compliance with all Health and Safety legislation, communicate these requirements, educate staff in safe work practices, and monitor its application to ensure compliance.
- Collaborate with the Director of Administration on the on-going management and monitoring of Workplace Safety and Insurance Board (WSIB) claims.
 - Develop, coordinate, and monitor Early and Safe Return to Work and Modified Work programs by communicating with the employee/physician/manager, attending meetings, evaluating information, and maintaining complete and thorough documentation.
 - Maintain confidential medical files.
 - Work with managers to develop and maintain Physical Demand Analysis documentation.
- Liaise with Management employees, government, and safety associations such as the Ministry of Labour and WSIB and other long-term care facilities to obtain information on the latest trends and legislative changes.
- Monitor and audit the workplace inspection process; compose and present reports, as required.
- Assist in the coordination of workplace injury investigations and complete appropriate documentation, including recommendations on preventative measures.
- Coordinate the Joint Health and Safety Committee's activities such as meetings and training. Attend Joint Occupational Health & Safety Committee meetings; act as a resource, providing advice and guidance. Maintain files of pertinent documentations (i.e. agendas minutes, correspondence etc.)
- Prepare accident statistical data and report to Management and the Joint Health and Safety Committee.
- Coordinate ergonomic assessments and research safety issues; arrange assessments, prepare reports, establish programs, and provide or coordinate training as required.

- Conduct ongoing training needs assessment and determine health and safety education and training priorities based on assessed needs and available resources; Coordinate, develop and maintain workplace safety policies, procedures and safety training and awareness programs (i.e. Employee Orientation, WHMIS and First Aid) as per the Health and Safety Plan.
- Coordinate, facilitate and deliver (as required) various training programs; act as a liaison to external training providers; maintain training records.

General duties:

- Work in compliance with the Occupational Health & Safety Act, practicing and promoting safe working habits, performing duties in a safe manner and follow all relevant policies, procedures, and legislation. This shall include wearing appropriate PPE as required.
- Maintain confidentiality in accordance with all applicable privacy and protection legislation.
- Perform other related duties and special projects as required or as may be assigned.

Skills, Experience and Qualifications:

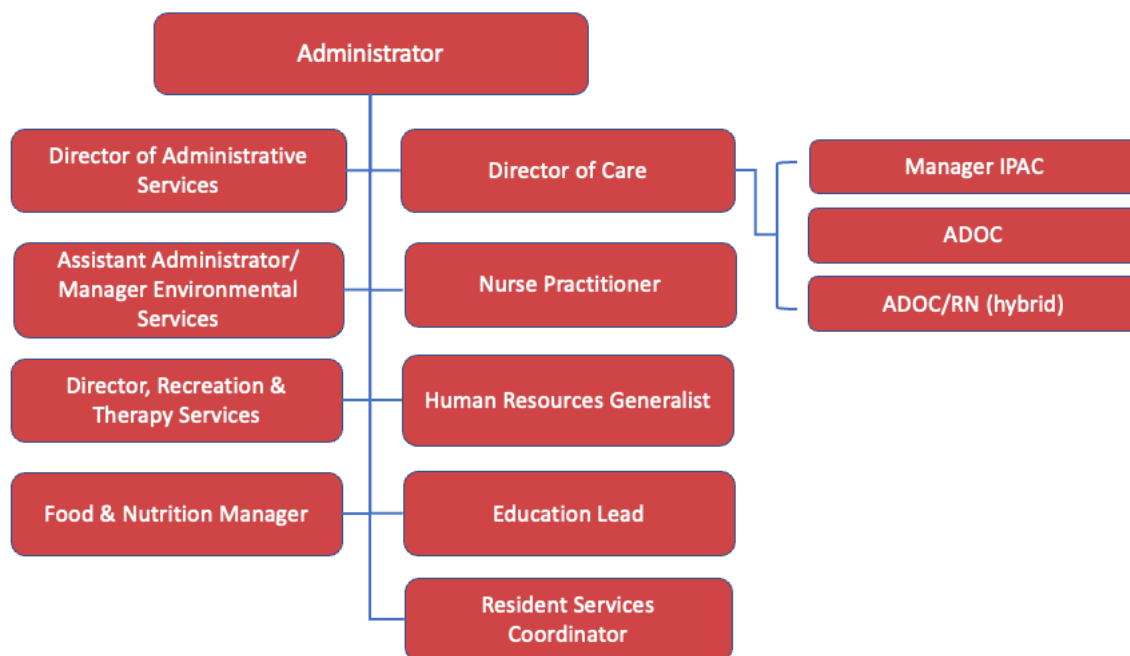
(What an applicant is expected to bring to the role in terms of Education (Degree/ diploma/ certifications), Experience, Knowledge, Skill, and Ability)

- Post-secondary education in Human Resources, 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 of time).
- 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 (i.e. Employment Standards, Labour Relations, Human Rights, Pay Equity, Occupational Health & Safety, Worker's Safety & Insurance, Fixing Long-Term Care Act, etc.)
- 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 for a wide variety of tasks with a high level of accountability.
- Ability to manage and secure confidential/sensitive/controversial information, and to exercise, demonstrate and apply discretion, tact and sound judgment when handling such information and when dealing with sensitive situations.
- Ability to quickly problem solve and generate creative solutions and new approaches to challenges.
- Adept at working independently and as part of a multi-disciplinary team.
- Must be willing to work the hours necessary to ensure the effective operation of the facility and be prepared to respond to emergent situations.
- 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.

Position Classification

(Where this position fits with the rest of the organization – Organizational Chart with up/down reporting relationships)

As a member of the Management Team



As a member of the Administration Team

