

JOB POSTING – Cross Site

Come work at LWHA!

- ✓ Paid educational opportunities
- ✓ Free staff parking
- ✓ Tuition reimbursement grants based on eligibility
- ✓ Mileage for cross site travel
- ✓ Defined benefit pension plan, benefits without waiting period
- ✓ Competitive Salaries

POSITION POSTING # L24-116
LOCATION: Listowel, ON
POSITION: Human Resources Specialist
UNIT: Human Resources
STATUS: Temporary Full-Time
START DATE: Immediate to October 2025
SALARY RANGE: \$35.28 - \$44.07 (5 step grid based on experience)

POSITION SUMMARY:

Under the direction of the Vice President of Human Resources, the Human Resources (HR) Specialist is responsible for coordinating a number of the LWHA HR policies and programs. An incumbent may be assigned to one or several of the following program areas: employee & labour relations, training and development, recruitment & selection, orientation, benefits & compensation, recognition and retention, leaves administration and diversity equity, inclusion and anti-racism (DEIAR). The HR Specialist promotes effective working relationships with all stakeholders and aims to resolve issues or concerns in a timely manner applying appropriate legislation, policy or collective agreement as applicable in efforts to drive consistent quality services.

QUALIFICATIONS:

- Community College Diploma in Human Resources or a related field
- Certified Human Resources Professional (CHRP) designation considered an asset
- 3 years recent and related experience; acute care preferred

EFFORT:

- Minimal Physical Effort
- High degree of mental effort and analysis

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:

- Provide consultation, guidance and support for leaders in order to promote consistent application and understanding of HR programs
- Deliver the full recruitment program, coordinate recruitment events.
- Responsible for effective general orientation and onboarding for all new staff
- Coordinate high-school and post-secondary student placements
- Prepare employment offers ensuring that they meet organizational expectations for non-union and union positions
- Prepare and monitor portability of service documents, prepare paperwork and status change for retiring and employees going on leaves of absence
- Meet with employees and provide information related to leave of absence, effective of absence, etc.
- Enter new employee and change of status of employees into HRIS software
- Administration of benefits including extended health, dental, group life and AD&D
- Lead Organizational training and development as well as implement and maintain processes for tracking attendance and completion of training programs
- Lead the organizational recognition program and provide recommendations for improvement and enhancements as needed
- Maintains and updates the performance appraisal process and documents as required,
- Lead or support HR-related projects,
- Develop reports and audits as necessary to support problem identification or evaluation of HR programs as appropriate
- Completion of various surveys as required
- Assists with the development and maintenance of HR policies, and applicable education consistent with legislation and best practices
- Supports with DEIAR initiatives that support the advancement of a diverse, inclusive culture and patient care
- Support with the development and delivery of DEIAR education
- Provides support and guidance to staff on all DEIAR issues
- Lead, support or participate in key activities or action plans as identified on the HR Operational Plans
- Active member of HR team meetings and huddles
- Complete seniority assessments and calculations

HOURS OF WORK: Monday to Friday, 37.5 hours per week

Interested applicants are asked to apply, in writing, complete with full resume, indicating their qualifications and pertinent skills to:

Human Resources
Listowel Wingham Hospitals Alliance
careers@lwha.ca

PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION

Posting Date: December 6, 2024 @ 1:00pm

Posting Deadline: Upon Successful Recruitment

Copies To: Bulletin Board