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 # **L26-106- Existing Vacancy**
LOCATION:
POSITION: **Human Resources Specialist**
UNIT: **Human Resources**
STATUS: **Temporary Full-Time**
START DATE: **November 1, 2026 – February 11, 2028**
SALARY RANGE: **$37.15 - $46.41** ***(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 equity, inclusion, diversity, and anti-racism (EIDAR). The HR Specialist promotes effective working relationships with all stakeholders and aims to resolve issues or concerns in a timely manner by 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 of recent and related experience; acute care preferred

EFFORT:

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

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:

- Promote supportive and engaging Employee and Labour Relations to all stakeholders in efforts to avoid issues, grievances and disputes, and to support during negotiations
- 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
- Supports leaders with the development of job descriptions and updates and maintains job description as required. Maintains and updates the performance appraisal process and documents as required,
- Lead or support HR-related projects,
- Ensure effective interface between scheduling, payroll and the Human Resources Information System (HRIS) and monitor and update as needed.
- Develop reports and audits as necessary to support problem identification or evaluation of HR programs as appropriate
- Completion of various survey as required
- Assists with the development and maintenance of HR policies, and applicable education consistent with legislation and best practices
- Support for the Joint Health and Safety Committee as required
- Coordinate annual maintenance review for CUPE, management and non-union job evaluation / pay equity.
- Relief of security authorization for new hires, contractors, volunteers, students for identification and access rights
- Scheduling and timekeeping relief as needed
- Health and Safety Officer relief and support as needed
- Supports with EIDAR initiatives that support the advancement of a diverse, inclusive culture and patient care
- Support with the development and delivery of EIDAR education
- Provides support and guidance to staff on all EIDAR 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: September 29, 2026 @ 1:00pm Posting Deadline: October 6, 2026 @ 1:00pm
Copies to: Bulletin Board

LWHA is an equal opportunity employer. The Listowel Wingham Hospitals Alliance is committed to becoming an organization that honours and includes the diversity of the communities we serve, providing equitable and inclusive care. We value inclusion and diversity and will work to develop and maintain an organizational culture that is welcoming for everyone. We encourage applications from all equity-seeking groups, including but not limited to: Indigenous persons, visible minorities, persons with visible and/or invisible disabilities, persons who identify as women and persons of marginalized sexual orientations and gender identities. Accommodation is available for any part of the recruitment process upon request. Note: All hospital staff must meet mandatory immunization requirements.