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POSTING**

INTERNAL & EXTERNAL POSTING

POSTING: Non-Contract Posting 014N23
STATUS: Temporary Part Time (5 Month Contract)
CLASSIFICATION: Human Resources Administrator
WORK AREA: Hybrid/Remote
HOURS: 45 Hours Bi-Weekly – 3 Days per Week
Days Off; Weekends
EFFECTIVE DATE: Immediately
END DATE: March 31, 2024
SALARY: \$50,000-\$56,000

PURPOSE:

Reporting to the Human Resources Advisor, the Human Resource Administrator provides expert human resources and administrative support to the Leadership Team and organization. Responsibilities include administering recruiting and onboarding, occupational health, and wellness, and providing exceptional support to managers on performance management, projects, and administrative support.

The Human Resources Administrator supports managers in performance management, occupational health and wellness, licensing, and accreditation compliance, change management, and administrative support.

SPECIFIC ACCOUNTABILITIES:

Recruiting & Onboarding

- Administers the job postings process including creating job postings, posting internally and externally, screening applications, communicating with hiring managers, Staffing, Payroll, and awarding the position to the successful applicant ensuring compliance with applicable laws, policy, and collective agreements.
- Coordinates the onboarding process including preparing new hire paperwork and tracking completion of recruiting and onboarding documentation.
- Facilitates new hire orientation sessions onboarding new hires to our organization.
- Develops and maintains job descriptions for both unionized and exempt employees in cooperation with managers, ensuring job descriptions are current and in accordance with organization standards.
- Conducts exit interviews, tracks turnover rates, and identifies areas for improvement, trends, and explanations.



Occupational Health & Wellness Support

- Coordinates the Attendance Support Program, COVID Sick Leave process, maternity leaves, and other leaves as needed.
- Supporting employees' health and wellness by providing resources and guidance on our Employee & Family Assistance Program and other benefit entitlements, accommodation, and supports.

Employee Programs and Reporting

- Supports the performance management system by monitoring qualifying periods and following up with managers to ensure proper performance assessments are conducted.
- Creates ad hoc reports communicating recruiting, retention, turnover, absenteeism, and other tracking systems as necessary.
- Coordinates the Employee Recognition Program including reporting and distribution of recognition awards and planning of annual recognition event.
- Perform other related duties as required.

Administrative Support

- Provides scheduling support including manages appointment/meeting requests from internal and external sources, schedules a variety of meetings, workshops, conferences (including telephone and videoconferencing), maintains electronic calendars for designated management staff, enrolls staff for education courses, and schedules audio/visual equipment while assessing urgency and resolving conflicts.
- Provides clerical support within verbally communicated guidelines, handles routine clerical duties, under own initiative, to ensure a systematic and timely flow of services to the organization and external agencies/partners; disseminates documentation and information, including meeting and educational materials; and processes incoming and outgoing mail.
- Provides meeting support including assistance in preparing for meetings; ensuring discretion and confidentiality; acts as confidential recording secretary as designated; and prepares and distributes minutes.
- Administers record classification including maintains current filing system, ensuring compliance with the organizations records classification system and maintains a comprehensive, integrated record classification system for a variety of non-clinical records (correspondence, reports, minutes, and agendas).

POSITION SPECIFICATIONS:

Education

- A level of education, training, and experience equivalent to a diploma in related area such as Human Resource Management or Business Administration, or a related field.
- Three (3) years of recent, related experience preferably in a healthcare environment in a similar multi-union organization, or an equivalent combination of education, training, and experience.
- CHRP designation is an asset.

Skills and Abilities

- Knowledge of human resources best practices and principles.
- Strong administration skills and proven ability to improve processes and create new systems.
- Works independently and effectively under time pressure to meet deadlines, balance work priorities and resolve problems in a timely manner.
- Demonstrated ability to uphold privacy, confidentiality, and maintain professionalism.
- Significant administrative experience in complex changing organizations.
- Excellent interpersonal and customer service skills including strong communication (written and oral), effectively building relationships with directors, employees, union representatives, and external employment candidates.
- Strong problem-solving and analytical skills and the ability to interpret Collective Agreements.
- Strong computer skills including Microsoft Office Suite, typing 50 wpm, and database management.
- Ability to work within an environment that includes high volume, frequent interruptions, multiple tasks, and stringent deadlines.
- Experience working in health care is an asset.
- Physical ability to perform the duties of the position.

This posting will remain open until successfully filled. Please apply in writing to the Department of Human Resources Services using Application for Internal or External Vacancy Form. Applications and resumes may be submitted through hr@providenceliving.ca.

Thank you.

Human Resource Services

DATE: October 10, 2023