



## HUMAN RESOURCES COORDINATOR

### JOB POSTING

|                              |                                |                        |                     |
|------------------------------|--------------------------------|------------------------|---------------------|
| <b>Position Title:</b>       | Human Resources Coordinator    | <b>Employee Group:</b> | Full Time permanent |
| <b>Department:</b>           | Human Resources                | <b>Classification:</b> | Non-Union           |
| <b>Posting #:</b>            | ADMIN HR FT 2022-11            | <b>Hourly Rate:</b>    | TBD                 |
| <b>Application Deadline:</b> | Until Filled                   | <b>Hours/Week:</b>     | 37.5 hours per week |
| <b>Application Details:</b>  | Submit Resume and Cover Letter | <b>Hours:</b>          | To Be Determined    |
| <b>Start Date:</b>           | ASAP                           |                        |                     |

Are you an experienced Human Resources Coordinator looking for a challenging and exciting opportunity? Holland Christian Homes is seeking an energetic and motivated HR Coordinator to join its team. We offer a competitive salary, benefits, EFAP, RRSP, employer pension plan and more! The role will report to the Director of Human Resources (DHR) and be responsible for a wide range of duties for the effective and efficient day-to-day operations; including but not limited to the coordination of employee recruitment, selection and orientation, as well as attendance management, WSIB, labour management and health & safety administration

### ORGANIZATION BACKGROUND:

Holland Christian Homes consists of 6 independent/Assisted Living apartment towers, as well as Faith Manor and Grace Manor which are private, non-profit Christian Long-Term Care facilities situated in the City of Brampton. Holland Christian Homes is a growing, dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere.

### **Major duties and responsibilities include:**

- Assist with all HR activities such as: recruitment, onboarding, health and safety, WSIB, attendance management, leaves of absence, labour relations, group benefits, performance management, etc
- Track, document, and ensure all applicable paperwork and systems updates are completed as well as assisting with the implementation, maintenance and delivering of HR systems/processes to produce reports and provide data
- Assist hiring managers in the overall recruitment process through advice and administrative support including the screening and interview process
- Communicate offers of employment with successful candidates as well as forwarding offer package and collecting new hire documentation
- Responsible for compiling various HR data, quarterly reports and metrics for quality improvement surrounding the HR function
- Participate with various HR projects and sit-on the in-house committees when required, including Joint Health and Safety Committee
- Arrange, track and coordinate internal trainings and logistics
- Prepare a variety of correspondence and documents such as letters, reports, presentations, meeting agenda and minutes, use the shared drive location for proper storage and filing
- Respond to internal and external inquiries/feedback
- Performs work in compliance with statutory requirements, including all applicable Occupational Health and Safety legislation, Municipal Freedom of Information and Protection of Privacy Act, and HCH policies and procedures
- Other duties as required



## Qualifications:

- Degree or Diploma in Human Resources or Degree and Post Graduate Certificate in HR Management
- Minimum 3-4 years' experience in an HR role, particularly in a Unionized environment would be an asset
- Minimum 1-2 years WSIB experience preferred
- Excellent interpersonal, organizational, multi-tasking and time management skills with the ability to work in a fast-paced environment
- Proactive, results oriented and high attention to details
- Ability to handle and secure confidential and sensitive information and to exercise and apply discretion, tact and sound judgement when handling such information
- Proficiency in using Microsoft Suite such as: Outlook, Word, Excel, Power Point, and experience with an HRIS, staff schedule system and online training software would be considered an asset
- Knowledge of relevant legislation is an asset
- Willingness to grow with the company
- Flexibility with hours required
- A satisfactory and current Vulnerable Sector Screening.
- Clear 2 Step TB Test and Flu Immunization
- Full-Covid-19 vaccination, and Booster dose (recommended unless medically exempt).

**Interested and qualified applicants should forward a resume and cover letter in Word or PDF format (as ONE document), indicating the Posting Number to Human Resources at [jobs@hch.ca](mailto:jobs@hch.ca)**

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*Holland Christian Homes welcomes diversity in the workplace and encourages applications from all qualified individuals.*

*Holland Christian Homes is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.*

*Applicants agree that by providing personal information in response to this posting, and otherwise in any recruitment process with the Company, such personal information may be retained and used by HCH for a period of one (1) year from the date of this application, for the purpose of consideration for employment opportunities which may arise during that time period, unless an Applicant notifies the Company to the contrary."*

*We thank all applicants for their interest in this position, however, only those individuals selected for an interview will be contacted. No phone calls please.*

## Disclaimer:

In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here.