



## HUMAN RESOURCES SPECIALIST

### JOB POSTING

<b>Position Title:</b>	Human Resources Specialist	<b>Employee Group:</b>	Permanent Full-Time
<b>Department:</b>	Administration	<b>Classification:</b>	Non-Union Management
<b>Posting #:</b>	ADM HR SPL 2025-02	<b>Hourly Rate:</b>	TBD
<b>Application Deadline:</b>	Until the position is filled		
<b>Application Details:</b>	Submit Resume and Cover Letter	<b>Hours:</b>	75 hours per pay;
<b>Start Date:</b>	ASAP		

### ORGANIZATION BACKGROUND:

Holland Christian Homes consists of 6 independent/Assisted Living apartment towers, as well as Faith Manor and Faith 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.

We believe that individuals requiring our services have the right to a lifestyle that adequately meets their physical psychological, emotional, social, cultural and spiritual needs. These services are provided by fully qualified professional staff who respects and carries out the values associated with a person-centred approach which include rights, dignity, identity, individuality, respect, privacy, choice and independence.

### POSITION SUMMARY:

#### Position Summary

The Human Resources Specialist performs a wide range of duties related to human resources such as supporting the Director of Human Resources (DHR) for all HR functions that includes recruitment and onboarding, HRIS, Health and Safety, Benefits, Labour Relations, etc., performing administrative duties related to these areas while ensuring privacy, confidentiality and adherence to HCH policies, provincial employment, occupational health and safety Act, and human rights legislation.

#### Privacy of Information

The HR Specialist is privy to confidential information regarding the volunteer, staff and overall operations of Holland Christian Homes. In addition, the HR Specialist may become aware of personal health information related to the residents/tenants of Holland Christian Homes. It is an expectation that any information the HR Specialist is provided with, regarding any issue or matter, will be kept strictly confidential. Breach of this confidentiality may be grounds for progressive disciplinary action up to and /or including dismissal.

### MAJOR DUTIES AND RESPONSIBILITIES:

- Updating and ensuring compliance with HR policies, procedures, and programs related to continuous quality improvement, health and Safety programs.

- Manage and coordinate WSIB claims including timely reporting, liaising with employees, managers, and case workers, and ensuring appropriate documentation is submitted and tracked.
- Administer Leaves of Absence (LOA) such as medical, maternity/parental, and personal leaves, ensuring compliance with applicable legislation, internal policies, and maintaining accurate leave records.
- Maintain and update employee data in the HRIS system, including tracking active and inactive employees, monitoring return-to-work statuses, and ensuring data integrity for reporting and auditing purposes.
- Prepare various reports and HR-related documentation as requested by the HR Director.
- Generate, track, and maintain HR metrics and data to support reporting and decision-making needs of the HR Director.
- Manage employee benefits programs, including health insurance, retirement plans, and wellness initiatives; serve as the first point of contact for employee inquiries related to benefits and provide timely and accurate information.
- Prepare and review job postings to ensure they accurately reflect current duties, qualifications, and requirements; post openings internally and externally as needed.
- Coach and guide managers through the recruitment, interviewing and hiring stage to ensure adherence to Collective Agreement and relevant Employment and Human Rights Legislation
- Process internal and external applicants by collecting applications and resumes in either hard or soft copy and enter into applicable spread sheets
- Calculate Seniority for Internal Union postings and forward to Schedulers/Hiring Manager for Awarding to Internal Candidates
- Coordinate and process internal transfer forms in a timely manner by liaising with both releasing and hiring managers to ensure a smooth transition and accurate record updates.
- Assist Hiring Managers in Recruitment process by offering advice, administrative support, performing screening interviews or participating in Panel Interviews
- Work with outside company to process Candidates through the Reference Stage and gather Employment Verifications and Investigative References which are forwarded to Hiring Manager to assist in hiring decision
- Prepare and communicate Offers of Employment to successful candidates, including assembling and sending offer packages, and collecting all required documentation such as signed offers and Vulnerable Sector Screening
- Coordinate and schedule HR orientation and onboarding sessions for new hires, and follow up to ensure all onboarding documentation is completed and employee files are accurate and up to date.
- Develop and update the Onboarding Orientation presentation, coordinating with the Training & Development coordinator to ensure all policies and program information are current and accurate.
- Create Surge Learning profiles, assign Orientation training and follow up to ensure completeness
- Run Surge Learning Reports as required

### **Labour Relations**

- Support the Director of Human Resources (DHR) in labour relations matters, including attending discipline and grievance meetings, interpreting the Collective Agreement, and seeking clarification when necessary.
- Assist in preparing bargaining documentation and materials during the negotiation of new Collective Agreements.
- Act as the minute taker during Labour Management Quarterly Meetings, ensuring accurate and timely records of discussions and action items.
- Attend discipline meetings alongside department heads and staff as the HR representative when the DHR is unavailable; take detailed notes as required to document discussions and outcomes.

- Prepare labour relations documentation, including meeting notes, discipline records, and grievance summaries, ensuring factual accuracy and consistency.
- Provide sound HR advice and guidance to employees and management, responding to inquiries regarding the Collective Agreement, HR policies, and procedures to support effective issue resolution and ensure compliance with relevant legislation.
- Foster and maintain positive working relationships with HCH management staff, offering ongoing mentorship and HR advisory support.

### **Health and Safety**

- Assist and support in all aspects of Health and Safety programs, initiatives, and related inquiries.
- Receive, track, and process accident and near-miss reports; maintain accurate records in tracking spreadsheets and prepare summary reports for the Joint Health and Safety Committee (JHSC).
- Promote and model safe work practices, ensuring compliance with occupational health and safety standards.
- Participate as a member of the Joint Health and Safety Committee (JHSC) as required.
- Complete and submit WSIB Form 7 in a timely and accurate manner when workplace injuries occur.
- Support a safe and professional work environment by contributing to the overall appearance and safety standards of the site.

### **Attendance Management and WSIB/LOA Management**

- Provide support to the Director of Human Resources (DHR) and in managing Leave of Absence (LOA) and WSIB cases, including issue resolution and follow-up as required.
- Draft and revise correspondence related to LOA and WSIB cases, ensuring accuracy and alignment with organizational policies and legislative requirements.
- Complete and submit WSIB Form 7 and all necessary supporting documentation in a timely and compliant manner.
- Complete and submit Disability Management Initiative (DMI) forms when applicable.
- Create and maintain up-to-date tracking spreadsheets for LOA and WSIB cases to support effective case management and reporting.
- Follow up with employees regarding the status of their LOA or WSIB cases, ensuring clear communication and consistent support throughout the process.

### **Administration**

- Maintain and generate HR metrics and reports across key functional areas, including Health and Safety, Benefits, Recruitment, and Labour Relations.
- Assist in reviewing and editing existing HR policies and procedures; support the development of new policies and Terms of Reference in collaboration with the Director of Human Resources (DHR).
- Create and manage spreadsheets to support various HR functions, including CQI data, seniority calculations, internal job postings and movement, onboarding requirements, leaves of absence, WSIB tracking, and incident/near-miss reporting.
- Receive, track, and file physician notes and related documentation for Leave of Absence and WSIB cases, ensuring confidentiality and compliance.
- Summarize WSIB and incident data for Joint Health and Safety Committee (JHSC) meetings and other reporting needs.
- Draft and issue a variety of employee correspondence, including confirmation of employment letters, staff movement letters, resignation acceptances, and follow-up letters related to LOAs.

- Prepare and maintain various HR reports and statistical summaries to support the DHR, including those related to Continuous Quality Improvement (CQI) initiatives.
- Provide administrative and analytical support for HR projects and initiatives as assigned by the DHR.
- Perform other duties as required to support the overall effectiveness of the HR department as assigned by the direct supervisor.

### **Infection Control/Health and Safety**

- Ensure and aware of the infection control practices in Homes.
- Promote infection control in the HR Department
- Provide good practices to HCH employees and HR staff
- Ensure and train all new hire and health and safety program in HCH
- Provide guidance and protocols to all HR staff during the Homes outbreak

#### **Quality Assurance**

- Maintain communication with tenants and residents regarding the level of services they receive from Volunteers. Maintain continuous quality improvement in resident/tenant satisfaction.

#### **Education and Development**

- Attend conferences, seminars and workshops including the annual mandatory training
- Arrange and/or support In-service Education based on the identified needs of the department or an individual volunteer
- Support education and research
- Keep up to date with applicable legislation

#### **Occupational Health & Safety**

- Comply with all regulations under the Occupational Health and Safety Act/WSIB. Ensure that all volunteer injuries are reported in timely manner
- Attend mandatory and annual Globally Harmonized System (GHS), Emergency Codes training. Follow GHS and Safety Data Sheet (SDS) guidelines using chemicals, cleaning and sanitizing agents
- Carry out duties in a safe manner to eliminate the risk of work-related accidents/injuries
- Report all safety hazards discovered in Holland Christian Homes
- Understand and obey all fire and safety regulations
- Use protective equipment when needed

#### **Organizational Wide Responsibilities**

- Engages in professional activities that promote the Vision, Mission and Values of the organization
- Positively represents the organization internally and externally
- Sit on in-house and external committees, as required
- Performs other duties and responsibilities as assigned by the Director of HR

### **Qualifications**

- Degree or Diploma in Human Resources or Degree and Post-Graduate Certificate in Human Resources Management
- Minimum 5 years and above progressive Human Resources experience
- Proven experience in employee relations, including handling inquiries, resolving conflicts, and supporting disciplinary and grievance processes.
- Strong background in labour relations, with experience interpreting collective agreements and supporting unionized workplaces
- Hands-on experience coordinating recruitment activities, including job postings, candidate communication, and onboarding processes.
- Proficient in using HR Information Systems (HRIS) to maintain employee records, track leaves, and generate reports.



- Knowledge of health and safety programs, incident reporting, and participation in Joint Health and Safety Committees (JHSC)
- Demonstrated ability to assist in policy review and development to ensure compliance with employment legislation and organizational standards.
- Experience administering employee benefits programs and serving as a resource for benefits-related inquiries.
- Strong skills in generating HR metrics and preparing reports to support management decision-making.
- Excellent communication skills, both written and verbal, with the ability to engage effectively with employees and management.
- Proven ability to handle confidential information with discretion and maintain professionalism in all interactions.
- Proficiency with Microsoft Office Suite (Word, PowerPoint, Excel, Outlook, Publisher), database management, and HRIS systems.
- Experience working in Health Care, Long Term Care, and/or senior living environments is an asset.
- Excellent customer service, time management, multi-tasking skills, and strong attention to detail.
- Exceptional administrative, interpersonal, and communication skills, including writing, proofreading, and speaking with a high degree of professionalism.
- Effective communication skills for interacting with volunteers, residents, tenants, management, staff, and the general public.
- Strong analytical, problem-solving, research, and project/records management abilities.
- Ability to handle, manage, and secure confidential and sensitive information with discretion, tact, and sound judgment.
- Current clear TB test and full immunization against COVID-19.
- Satisfactory Vulnerable Sector Screening (Police Check).

**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.