



HUMAN RESOURCES SPECIALIST

JOB POSTING

Position Title:	Human Resources Coordinator	Employee Group:	Permanent Full-Time
Department:	Administration	Classification:	Non-Union Management
Posting #:	ADM HR CRD 2025-03	Hourly Rate:	TBD
Application Deadline:	Until the position is filled		
Application Details:	Submit Resume and Cover Letter	Hours:	75 hours per pay;
Start Date:	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 Coordinator 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, WSIB and 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.

MAJOR DUTIES AND RESPONSIBILITIES:

Recruitment, Selection and Orientation

- Prepare and review job postings to reflect the current duties, qualifications and requirements of openings and post said postings internally and externally (when required)
- Process internal and external applicants by collecting applications and resumes and enter into applicable spreadsheets
- Calculate seniority for internal union postings and forward to schedulers for awarding to internal candidates
- Create award letters for successful/unsuccessful candidates
- 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
- Communicate offers of employment with successful candidates, prepare offers, forward offer package to candidates and collect offer documentation and police screenings
- Prepare orientation/onboarding packages, arrange orientation/onboarding as well as Mandatory training sessions
- Schedule HR orientation/onboarding to new hires, and follow up with onboarding documentation so that files are complete and accurate
- Create, conduct bi-weekly and update onboarding orientation presentation
- Complement Report to accurately reflect staffing

Employee's Training

- Enter live training into Surge Learning system
- Create Surge Learning profiles, assign orientation training and follow up to ensure completeness
- Coordinate with the trainers for all mandatory training in house and on line
- Produce Surge Learning Reports

Labour Relations

- Support DHR in labour relations such as attend discipline and grievance meetings, interpret the collective agreement and request clarification when necessary.
- Provide meeting minutes in labour management quarterly meetings
- Attend discipline meetings with department head and staff as HR representative when the HRM is unavailable. Provide meeting minutes when required to accurately reflect the discussions and decisions of the meetings
- Prepare labour, discipline and grievance documentations such as meeting notes to accurately reflect the facts when required.
- Provide effective HR advice and counsel to employees and management and answer questions from staff and Managers regarding Collective Agreement and policies and procedures to ensure effective problem resolution and compliance with Collective Agreement, Policies and Legislation
- Develop and maintain positive mentoring and advisory relationship with HCH Management Staff

Health and Safety

- Assist and Support the HRM for all aspects of Health and Safety programs, initiatives and enquiries
- Receive and process accident and near miss reports and capture onto spreadsheets and summarize for JHSC
- Work in a safe manner and promote safe work practices
- Sit on JHSC committees as needed
- Contribute to the overall professional and safe appearance of the work site

Attendance Management and WSIB Management

- Support DHR/HRM with LOA and WSIB cases, issues and follow up when required
- Create and/or edit letters regarding LOA and WSIB cases and follow up when required
- Complete and submit Form 7 to WSIB and corresponding documents.
- Complete Disability Management Institute (DMI) form and submit to DMI when required
- Create and maintain spreadsheets to reflect LOA and WSIB cases
- Follow up with staff regarding LOA and WSIB when necessary

Administration

- Create and maintain surge profiles (employee learning and development platform)
- Review/edit existing policies and procedures and assist in the development of new policies, terms of reference with DHR
- Create and/or maintain spreadsheets such as CQI data, seniority calculation spreadsheet, job posting internal movement, onboarding requirements, leaves of absence, WSIB tracking, accident investigation, near miss, budgets,
- Receive and process physician notes and documentation related to LOAs and WSIB cases
- Summarize WSIB and accident/near miss data for JHSC meetings
- Create confirmation of employment letters, staff movement letters, acceptance of resignation letters, LOA follow up letters
- Create, maintain and run various HR reports for DHR
- Assist DHR/HRM with CQI statistics, Accreditation tracking (CARF) and reports
- Other duties as assigned by the DHR.

QUALIFICATIONS

- Degree or Diploma in Human Resources or Degree and Post-Graduate Certificate in Human Resources Management
- Minimum 4 years progressive Human Resources experience
- Experience within a unionized workplace, combined with interpretation of the collective agreement would be preferred
- 1-2 years experience with WSIB and LOA administration would be preferred
- Proficiency with Word, Powerpoint, Excel, Database and HRIS systems
- Exceptional interpersonal and customer service skills
- Experience in Health Care, Long Term Care and/or senior homes are preferable
- Excellent time management, multi-tasking skills, attention to details
- Excellent administrative, interpersonal and communication skills, including writing, proof reading, speaking and demonstrates a high degree of professionalism.
- Effective communication with volunteers, residents, tenants, management, staff and general public
- Strong analytical, problem-solving, research and project/records management skills
- Ability to handle, manage and secure confidential and sensitive information and to exercise and apply discretion, tact and sound judgement when handling such information
- Ability to read, write, and speak English
- Satisfactory Vulnerable Sector Screening
- Evidence of a negative 2 step TB Test, full COVID-19 vaccination and up to date immunizations including Flu Shot (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

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.