



HUMAN RESOURCES COORDINATOR

JOB POSTING

Position Title:	Human Resources Coordinator	Employee Group:	Permanent Full-Time
		Classification:	Non-Union Management
Department:	Human Resources	Salary Range:	\$50,000 – \$60,000.00 per annum
Posting #:	ADM HR COOR PERM FT 2026-09	Hours:	75 hours per pay
Application Details:	Submit Resume and Cover Letter to Human Resources		8:30 am. – 4:30 p.m.
Application Deadline:	Until the position is filled		Onsite Position – HCH Admin Offices
Start Date:	ASAP		

ORGANIZATION BACKGROUND:

Holland Christian Homes Inc. 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.

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.

This is a replacement position.

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, onboarding, preparing, maintaining and updating personnel files and the HRIS systems such as Quadrant, Surge, Staff Schedule Care and HRIS reports. Provide administrative support for Health and Safety Committee and Programs, WSIB filing and any related health and safety tasks. Provide administrative support for internal and external recruitment, onboarding, and orientation including: assisting with job postings, seniority calculations, assigning training, creating and maintaining employee files, administrative logistics, employee performance, and labour relations, etc. This incumbent is required to understand and interpret the Collective Agreement and related legislation. This is a replacement position.

Major duties and responsibilities include:

Recruitment, Selection and Orientation

- Responsible for Recruitment: job postings, sourcing candidates, reviewing resumes, vetting the credentials, telephone screening, coordinating interviews with hiring manager
- Prepare, review and post the job postings. Any union postings must follow the guideline with the Collective Agreement.
- Process internal and external applicants by collecting applications and resumes in either hard or soft copy and forwarding it to hiring managers.
- Screen resumes, complete telephone screening and forward the results to hiring managers
- Process selection of successful candidates including reference checks, prepare offer letter and collect offer documentation.
- Collaborate with third party to process reference check, follow up and gather employment verifications which are forwarded to hiring manager.
- Prepare Orientation/Onboarding packages, and assign them for in-person orientation
- Create new hire profile in Surge for Mandatory training in the absence of Training & Development Coordinator.
- Collect, process and follow up with Onboarding documentation so that files are complete and in compliance with FLTCA
- Review and audit on employee files to ensure all mandatory documents are complete and up-to-date in compliance with FLTCA
- Process onboarding package including parking tags, photo ID's and entry fob for all new hires and any replacement requests
- Collaborate with Payroll and unit schedulers to arrange unit orientation
- Ensure necessary submission of onboarding paperwork to Payroll
- Ensure timely collection of orientation checklists from hiring managers
- Organize and maintain employee files in alphabetical order for easy access and compliance.
- Calculate Seniority for Internal Union postings and forward to Schedulers for awarding to internal candidates
- Create Internal Transfer Forms (ITF's) for successful candidates and decline letters for unsuccessful candidates
- Assist Hiring Managers in recruitment process and provide administrative support.
- Prepare Letters of Employment (LOE) and internal transfer letters in accordance with company policies and procedures
- Track and verify the SIN numbers of all employees to ensure eligibility to work in Canada
- Maintain tracker for SIN number expiration and communicate to hiring manager on the status of employment for an employee.
- Maintain tracker for PSW HSCPOA registration. Communicate with Care Partners, managers, and HSCPOA to ensure completion of registration, follow ups as necessary.
- Maintain tracker for CNO registration. Communicate with Care Partners, managers, and CNO to ensure completion of registration, follow ups as necessary.
- Communicate annually with College of Nurse to verify that registered nurse licenses are up to date and in good standing.
- Responsible for ordering HR supplies, HR mails, communications/memos to be posted across the organization.
- Post general communication on SSC, punch clocks and mass messaging
- Ensure proper offboarding for all union hires

- Verify employee status and communicate with Hiring managers about casual inactive staff as per the Collective Agreement and forward the names to Hiring Managers for termination.
- Manage the Mask Fit Testing tracker by recording the names of each new external hire and updating IPAC lead
- Maintain Archive filing
- Collect, process and follow up with Onboarding documentation so that files are complete and accurate
- Saving electronic copies and filing of discipline, grievance and labour management paperwork in the respective employee files
- Coordinate with Training and Development Coordinator to ensure completion of mandatory training.
- Run Surge Learning Reports when required
- Create and/or maintain spreadsheets such as Seniority calculation, External Hiring, Internal Movement, Onboarding, CNO, SIN Expiry, PSW HSCPOA Registration Trackers
- Run headcount report as requested by DHR and HRA
- Complete Legal requests within the required time frame (OCF-2 or Lawyer's Request)
- Distribute promotional emails from Perkopolis to organization to increase engagement and usage

Health and Safety

Assist with Health and Safety at HCH

- Assist with Health and Safety programs, initiatives and enquiries
- Update Health and Safety Bulletin Board when required
- Contribute to the overall professional and safe appearance of the work site
- Maintain and track the Near Miss and Slips, Trips, and Falls (STF) tracker, including the hard copy filing and other H&S admin tasks

Administration

- Assist with maintaining spreadsheets such as Seniority Calculation Spreadsheet, Job Posting External hiring, Internal Movement, Onboarding Requirements,
- Assist with communication with **College of Nurses of Ontario (CNO)** annually to make sure that registered nurse license is not expired.
- Assist with communication with staff about signing annual declaration of VSS, etc.
- Assist with DHR to review/revise existing policies and procedures, employee handbooks, Terms of Reference, etc.
- Create and/or maintain Spreadsheets such as Seniority Calculation Spreadsheet, Job Posting External hiring, Internal Movement, Onboarding Requirements
- Create, maintain and run various HR reports for DHR
- Communicate with College of Nurse annually to make sure that registered nurse license is not expired.
- Communicate with staff about signing annual declaration of VSS, etc.
- Perform other duties and responsibilities as assigned by the DHR

Qualifications:

- Degree or Diploma or Certificate in Human Resources
- Minimum 3 – 5 years of progressive Human Resources and administrative experience
- Experience in a unionized environment is an asset
- Experience in Health Care, Long-Term Care and/or senior homes is an asset



- Ability to demonstrate diplomacy and professionalism when working with families and other professionals.
- Exceptional interpersonal and customer service skills
- Demonstrated success in communicating with all levels of the organization that includes communicate effectively with staff, residents, families/visitors delivery/service personnel and the general public.
- Excellent problem solving, conflict resolution, organizational and decision-making skills.
- Good judgment skills and the ability to handle and maintain confidential information
- Ability to multi-task and prioritize workload.
- Ability to work independently as well as function as part of a multi-disciplinary team.
- Ability to be proactive and take initiative where required.
- Ability to focus on assigned tasks
- Detail-oriented and professional
- Ability to effectively handle multiple tasks simultaneously
- Ability to work under conditions of frequent interruption, being undisturbed by the complexities and variety of minute details.
- Competence in computer applications including Microsoft Office and Outlook. Basic to intermediate Excel skills
- Demonstrated ability to observe boundaries, engage in appropriate emotional regulation, refrain from dual relationships with residents, maintain confidentiality, and engage in reasonable self-care strategies designed to reduce stress by balancing work/life responsibilities.
- Ability to read, write, and speak English.
- Evidence of a negative 2 step TB Test and Vulnerable Sector Check within the last 6 months.

Kindly be advised that our recruitment process does not involve the use of Artificial Intelligence.

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 inform Human Resources.

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.