



The Children's Aid Society of Haldimand & Norfolk
has an opening for

HUMAN RESOURCES COORDINATOR
(Permanent, Full-time)
JOB POSTING # 7-2019

Job Summary: Under the direct supervision of the Human Resources Manager, the Human Resources Coordinator performs a variety of functions in support of the Human Resources Department, including but not limited to: Recruitment and Onboarding; Health & Safety; HRIS; Benefits; Training & Development; Disability Management; and Attendance Management.

- Acting as the HR Department liaison, provide staff with information related to human resources and health & safety policies and procedures, collective agreement language, benefits, timekeeping, etc. referring more complex issues to the Human Resources Manager as necessary;
- Perform a variety of administrative and clerical functions in support of the Human Resources Department and the Human Resources Manager, including but not limited to preparing letters and reports, updating and maintaining policies and procedures, maintaining files, scheduling meetings, etc.;
- Act as management recorder at committee meetings as requested, including, but not limited to: Joint Health and Safety Committee, Union/Management, Emergency Response Team, Job Evaluation Committee, etc.;
- Ensure timely and accurate entry of employee data and changes into the HRIS, and provide reports and updates as requested;
- Ensure departmental and personnel files (electronic and hardcopies) are maintained;
- Coordinate the recruitment and selection process including: developing draft job postings for review, posting positions both internally and externally as required, creating and maintaining competition files, pre-screening applicants; scheduling interviews, conducting reference checks as required, drafting offer letters, etc.;
- Co-ordinate onboarding and orientation of all new staff;
- Co-ordinate scheduling and delivery of staff training and ensure that training records are maintained;
- Communicate and liaise with staff, management, medical professionals, WSIB and insurance companies as required to support disability management initiatives and facilitate an early and safe return to work for employees.
- Complete WSIB and LTD forms in a timely manner as required;
- Process Health and Safety Incident/Concern Reports and ensure that the Human Resources Manager is apprised of any health and safety issues in a timely fashion;
- Process Leave of Absence requests as required;
- Review completion status of attendance records on a monthly basis and prepare reports as required;
- Coordinate the annual review of Human Resources and Health & Safety Policies;
- Maintain Performance Appraisal records and provide updates to leaders as required;
- Facilitate the administration of the employee benefit program;
- Work in compliance with the Occupational Health & Safety Act and applicable regulations;
- Participate in committees and special projects as assigned;
- Provide coverage support for payroll
- Perform other duties as assigned.

KNOWLEDGE & SKILLS REQUIRED:

- Demonstrated knowledge of employment, human rights and health & safety-related legislation in Ontario.
- Excellent knowledge of Human Resources practice, policy, procedure and collective agreement application.
- Proficient in the use of MS Office applications (e.g. Word, Excel, PowerPoint, etc.).
- Excellent customer service skills with the ability to deal with highly sensitive and personal information in a confidential manner.
- Demonstrated, excellent communication skills (written and verbal).
- Demonstrated attention to detail, critical thinking, problem-solving and analytical skills.
- Demonstrated time-management skills and the ability to manage multiple priorities and projects in a deadline driven environment.
- Flexible, adaptable and responsive to change
- Demonstrated commitment to quality service and best practices.
- Must be able to work effectively both independently and as a team member.

QUALIFICATIONS:

- Post-secondary diploma/degree in Human Resources or a related discipline, for example, business, or other qualifications deemed acceptable by the Executive Director (CHRP preferred)
- Minimum of 2 years Human Resources experience in a unionized environment
- Payroll experience considered an asset
- Valid Ontario driver's license in good standing and available vehicle.

Salary: In accordance with the Human Resources Coordinator salary scale

The Children's Aid Society of Haldimand and Norfolk is committed to anti-oppressive values of equity, inclusion and respect. We value a diverse workforce and encourage applications from qualified individuals with varied backgrounds. We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs. We thank all applicants; however, only those considered for interviews will be contacted.

Apply in confidence to: Nivine Zaher, Manager of Human Resources
The Children's Aid Society of Haldimand and Norfolk
70 Town Centre Drive
Townsend, ON N0A 1S0
E-mail: Employment.Opportunities@cashn.on.ca
Please reference job posting number in the subject line of your email.

Closing date: May 3, 2019 at 4:30pm