



The Mission of Nipigon District Memorial Hospital is to deliver excellence in rural health care with our partners for all residents in our communities.

HUMAN RESOURCES GENERALIST

Bargaining Unit: Non-Union 2024-36

Salary: Competitive Wage and Benefits

Start Date: June 3, 2024

Work Status: Perm Full Time

Posting Date: April 25, 2024

Closing Date: Open until filled

The Human Resources Generalist is responsible for the following Human Resources functions: Occupational Health and Safety (OHS), Disability Management, Training and Development, Recruitment and Selection, Hiring and Orientation, Accessibility, Psychological Health and Safety, Workplace Wellness, and Labour Relations

Key Responsibilities

Expectations:

- Support end-to-end recruitment, selection and retention processes.
- Lead onboarding, orientation and offboarding of employees.
- Primary lead for all Human Resource related administration duties
- Tracks and reports on trends, training and performance outcomes as relevant
- Oversees annual assessment and planning of corporate professional development and training plan
- Lead for Labour and Employee Relations
- Lead with the Healthy Workplace Committee, including the Joint Occupational Health and Safety Committee
- Lead for Occupational Health and Safety and disability management within the workplace
- Responds to inquiries regarding policies, procedures, and programs.
- Promote a positive workplace culture through engagement initiatives.
- Monitor employee climate to identify issues/trends and develop recommendations for problem solving with business units, as appropriate. Develop solutions to implement with the business.
- Maintains familiarity with best practices to ensure employees are treated fairly.
- Other miscellaneous duties and special projects as assigned.

Qualifications

Education & Experience:

- Diploma or Degree in Human Resources Management. A CHRP/CHRL designation will be considered an asset
- 3-5 years' experience in a Human Resources Generalist capacity or related experience
- Experience in the healthcare sector will be considered an asset
- Experience working effectively in a unionized environment
- Thorough knowledge of employment standards, legislation, and regulations
- Occupational Health and Safety Certification will be considered an asset
- Ability to interpret and apply legislation, regulations and standards (i.e. Occupational Health and Safety Act, WSIB, Employment Standards Act, Ontario Human Rights Code, AODA, and Psychological Health and Safety in the Workplace Standard)
- A combination of education and experience will be considered.

Skills & Abilities:

- Exceptional attention to detail, communication & writing ability, and organizational skills
- Advanced proficiency and working knowledge/experience with Microsoft Office products (i.e., Word, Excel, PowerPoint)
- Strong time-management and people skills, high degree of flexibility, and excellent multitasking ability
- Proven analytical, problem solving and decision-making skills
- Demonstrated experience managing detailed projects and improving processes.
- Strong verbal and written communication skills
- Ability to establish and maintain cooperative working relationships with and between individuals from diverse cultures and backgrounds
- Possess organizational skills to handle numerous tasks simultaneously with accuracy
- Strong commitment to teamwork with the ability to work collaboratively in a team-based organization
- Ability to work in a fast-paced, dynamic, and often stressful environment

SUBMIT APPLICATION TO:

Chief Executive Officer

Email - careers@ndmh.ca

Nipigon District Memorial Hospital, Box 37, 125 Hogan Road Nipigon, ON P0T 2J0

Nipigon Hospital welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process