



Human Resources Generalist

At The Elliott Community, we are proud to operate the area's only not-for-profit continuum of care. Our Mission is made possible because of our dedicated staff, who make a meaningful contribution to the lives of our residents by providing quality choices in a caring and inclusive, home-like community. A tradition of promoting dignity and independence for those we serve and their families.

As a member of our team, you make a positive difference in people's lives because you provide and promote high-quality resident-centered services. You operate within a highly ethical and caring environment, where people naturally go the extra mile. You are responsible to turn feedback into action through active listening and creative continuous improvement. As a result, you will be part of an engaged and visionary team dedicated to excellence, integrity, inclusiveness, and belonging...and we like to have fun!

In this role, you will be focused on achieving several key priorities within our HR Department, including;

- Communication to internal stakeholders regarding Human Resources policies, procedures, standards and regulations.
- Administration and education to employees on all HR-related matters including payroll and benefits, health and safety to maintain a sustainable relationship with all staff.
- Work closely with the HR Manager to identify resolutions to employee relation issues.
- Oversee education, training and orientation programs within the organization.
- Contribute to the coordination and administration of employee recognition and incentive programs.
- Responsible for full cycle recruitment including conducting interviews, screens, compliance requirements (i.e. licenses, certifications, references, police records checks etc.) and recruits for entry level, professional and technical job openings.
- Maintains an 'inspection ready' report demonstrating compliance status of hiring credentials and training requirements.
- Ensure the compatibility of applicants to job positions, and organizational philosophy.
- Recommend, develop and maintain human resource databases, computer software systems, and manual filing systems.
- Develop and provide recommendations for policies, processes, programs and improvement.
- Plan, organize and attend recruitment fairs/activities as requested.
- Develop and maintain an engaging digital recruitment profile.
- Coordinate and update position opportunities for in-house and electronic posting.
- Maintains a current inventory of job descriptions by coordinating the annual evaluation process.
- Facilitate the on-boarding process and orientation of new employees to the payroll process and the set up for all mandatory online training.
- Provides an introduction of key personnel policies and providing a tour of the facilities.
- Maintain all confidential and non-confidential personnel records and human resources related documents.
- Serve as secondary/back up Payroll coordinator and maintain a working payroll knowledge and payroll software proficiency; able to run a payroll cycle independently.
- Responsible for the WSIB claims management process, including reporting and ensuring early and safe return to work; makes evidence based objections and appeals as appropriate.
- Coordinate and monitor performance evaluation packages for employees, i.e. issuing lists to department heads, and tracking and monitoring completion rates.
- Tracks and maintains all training reports, vaccination reports and other necessary information and advises managers regarding outstanding training, certifications and mandatory paperwork.
- Assist in the coordination of the annual vaccination program.
- Serves as JHSC and ECEA secretary.
- Provides CQI data to the HR Manager and Chief of HR.
- Other duties and special projects as required.

To be successful in this role you should have:

- A commitment to building strong, trusting relationships through your high level of integrity, empathy, and ethical standards
- College diploma at a minimum with specialization in the HR field
- HR designation or in process.
- Must present themselves professionally.
- Requires excellent written and communication skills.
- Minimum of 3-5 years' experience in a medium to large organization.

A competitive compensation package, including an OMERs pension, has been designed to attract top performers.

If this opportunity is not a fit for your background and experience please feel free to forward it to any interested colleagues.

We invite interested candidates to submit their resumes in confidence. While we appreciate the interest of all applicants, we will contact only those selected for interviews.

If you are an applicant with disabilities and require accommodations, please let us know at the time of our contact so that we may arrange for their provision.

To apply for this job through our Recruiting Partner H2r, click here:

<https://h2r.bamboohr.com/jobs/view.php?id=103>