

Human Resources Generalist

Who We Are

The Elliott Community is a charitable, not-for-profit senior's residence offering a continuum of residential and nursing services of the highest standards. This historical and unique facility in Guelph, proudly offers independent living in life lease suites, supported living in retirement suites, enhanced support in retirement plus and full nursing care in our long-term care residence and respite stay.

The Opportunity

As our HR Generalist, you will play a key role in delivering our promise to the seniors who choose to live with us. Your ability to do meaningful work, to build talented teams and create long-term relationships with our amazing staff and residents will ensure we achieve our goal of maintaining a 'people first' culture. The HR Generalist will provide support to the organization in all aspects of human resources; including employee relations, recruitment, onboarding, health & safety, payroll administration and consulting related to HR programs to ensure optimal operations.

Responsibilities and Duties

- Acting as an advisor; coaching managers on employee relations, researching and providing information on HR and employee issues.
- Recruitment; full cycle activities including job postings, resume screening, interviews, references and preparing offer letters.
- On boarding and training; coordinating and facilitating the orientation of all new hires and validating all employment requirements including annual professional development.
- Employee relations and engagement; promoting a harmonious workplace, with emphasis on respect and teamwork, supporting the continued development of the employee association (ECEA), attending monthly meetings, taking minutes, managing follow-up on key items.
- Health & Safety; being a member of the Joint Health and Safety Committee, attending meetings, taking minutes, managing incident reports, investigations, maintaining records.
- WSIB case management; fulfilling reporting requirements, monitoring trends and facilitating the Stay at Work Program.
- HR point of contact; being available to answer questions from employees about HR policies, benefits, and resolving issues.
- HR Administration and Reporting; maintaining employee files and records, preparing communications about HR policies, preparing monthly reports on key HR metrics, tracking the receipt of critical documentation, maintaining a record of skills inventories.
- Payroll Administration; secondary support to the payroll / benefits role

The Ideal Candidate

- Minimum 3-5 years of work experience in a generalized Human Resources role with demonstrated experience in employee relations.
- University degree / college diploma in Human Resources Management, Business or related discipline.
- CHRP designated or in pursuit of designation.
- Specialized knowledge of all prevailing HR Legislation: ESA, OHSA, WSIB, MOL, etc.
- Knowledge of ADP payroll software an asset.
- Experience and knowledge within a health care setting is an asset with knowledge of Long Term Care and Retirement legislation.
- Results-oriented, team player with a high degree of initiative and the ability to work effectively with individuals at all levels, build rapport and maintain relationships.
- Effective written and verbal communication skills.
- Diplomatic, confidential and professional at all times.
- Strong computer literacy, intermediate/advanced knowledge of Microsoft Office.
- Solid organizational, planning and self-management skills with the ability to effectively manage multiple tasks and adjust to demanding workloads and changing priorities

What We Offer

- Full time hours and a competitive compensation package with participation in the OMERS pension plan and extended health and dental benefits for qualifying staff
- A flexible work environment and an opportunity to collaborate with goal oriented professionals and make meaningful contributions in the lives of our residents

How to Apply

If you thrive in a value based, performance driven environment and enjoy a challenge, please send your resume to humanresources@elliottcommunity.org

In support of persons with disabilities, The Elliott Community asks that job applicants with disabilities who require accommodation in the recruitment and selection process, please advise Human Resources if contacted for an interview so that a suitable accommodation can be arranged. (In compliance with AODA, 2006, Integrated Accessibility Standards 2011, Employment Standards). If you require assistance in completing a job application due to a disability please contact Human Resources directly. Information collected during this process will be used for recruitment purposes only.

As a health care institution, our highest priority is the safety of residents, staff and families. As a result, we are adopting all prevention measures to ensure the safety of our residents, staff and families. Therefore, any offer of employment is conditional

upon you submitting proof that you have been fully vaccinated with a Health Canada or World Health Organization (WHO) approved COVID-19 vaccination as soon as possible and no later than fourteen (14) calendar days prior to the effective start date, in addition to maintaining your fully vaccinated status on an ongoing basis, subject to any accommodation required by applicable human rights legislation. If a candidate fails to satisfy this condition (or any other condition(s) set out in an offer), any offer of employment shall be immediately rescinded.