

Human Resources Coordinator (Valleyview Home)

350 Burwell Rd, St Thomas, ON N5P 4J3, Canada • 545 Talbot St, St Thomas, ON N5P 2T9, Canada Req #928

Date Posted: June 3, 2024



Internal / External

The Corporation of the City of St. Thomas
Human Resources Department has a position for a:

HUMAN RESOURCES COORDINATOR - VALLEYVIEW HOME

Permanent, Full-Time

Job Posting #928-06-24

POSITION SYNOPSIS AND PURPOSE:

This non-union position, reporting to the Director of Human Resources (HR), is responsible for all facets of recruitment, on-boarding and HR orientation for positions at Valleyview Home. The position also performs human resources duties in the areas of compensation and job evaluation, performance and attendance management, health and safety, employee and labour relations, development and administration of policies and procedures, wellness and other duties as assigned. The Human Resources Coordinator acts as the primary contact for advice and interpretation of employment-related items for all employees at Valleyview Home and provides coordination on a range of day-to-day HR issues that requires judgement and tactical decision-making within prescribed parameters.

The HR Coordinator will perform the duties and responsibilities of the position using the mission, vision and values of Valleyview Home and Long Term Care Act and its regulations. In addition, the HR Coordinator will perform their duties with a resident focused philosophy.

MAJOR RESPONSIBILITIES:

Recruitment, On-boarding and Orientation (50%)

- Prepare job postings, post job to Dayforce and any other applicable advertising sources, screen resumes, prepare questions in consultation with the interviewers, arrange and conduct interviews with supervisors and managers, manage testing process when required, perform reference checks, prepare employment agreements, inform internal candidates verbally that they are not successful.
- Create and compile new hire documentation package and perform new hire documentation session including completing all forms relating to pay and taxes, pension and benefits, explaining City of St. Thomas and Valleyview Home policies and procedures, and provide a tour of the facility.
- Create Status Change Notices and new hire orientation, coordinate approvals with hiring managers enter New Hires into Dayforce, and communicate changes to HR/Payroll.
- Track the receipt of required documentation upon hire, such as Police Vulnerable Sector Check, proof of education, immunization records, job specific orientation checklist, COVID-19 Proof of Vaccination and initiate the follow-up process within established timelines.
- Monitor new hires during the probationary period, including hours worked to pass the probationary period and work with the appropriate supervisor to determine status during the probationary period.

Employee Relations (25%)

- Advise and guide supervisors and managers on appropriate performance management and discipline measures; assist in writing letters and other documentation; attend or conduct meetings as required; perform necessary follow-up
- Counsel employees regarding human resources policies, procedures, and practices
- Advise supervisors and managers on the rationale for processes and practices, policies and procedures, as well as relevant legislation

- Maintain job descriptions and job evaluation data and information
- Assist in development and implementation of human resources policies and procedures
- Contribute as a HR project leader or contributor on various department initiatives
- Conduct thorough investigations of employment matters including recommended follow up under the guidance of the Director of Human Resources
- Conduct, participate and document employee investigations. Advise Supervisors and Managers on investigation procedures, assist with the preparation of interview questions, follow-up meetings, interpretation of findings, and recommended disciplinary action
- Build effective relationships with all areas at Valleyview and departments throughout the organization
- Prepare reports or conduct surveys in a variety of HR related areas such as pay practices, turnover, sick time, etc.
- Partner with leadership in identifying opportunities for improving HR service delivery
- Foster a diversity, equity and inclusion (DEI) culture by ensuring DEI is considered in all aspects of HR (recruitment, policies, organizational activities, etc.)
- Implement and guide HR initiatives as required
- Participate on committees as required

Labour Relations (10%)

- Advise and assist supervisors and managers with various labour relations matters
- Participate in disciplinary and termination meetings; prepare letters of discipline and termination, Memorandum of Settlement and Releases
- Participate in the grievance process; prepare responses to grievances, if requested and maintain grievance files
- Participate in the Collective Agreement renewal process; research items as requested for negotiations
- Participate in mediation/arbitration meetings; prepare briefs, supporting documentation and speaking notes
- Monitor employee attendance and coordinate the attendance management program
- Attend Labour Management Meetings; take meeting minutes, prepare agendas, follow-up/action items

Health & Safety and Disability & Attendance Management (10%)

- Submit Short Term Disability (STD) and Long-Term Disability (LTD) claims to third party provider(s); monitor staff absences and follow up on medical documentation
- Assist the Safety & Disability Manager, as required with managing Workplace Safety and Insurance Board (WSIB) files; Injury/Incident Reports and any other follow up
- Complete and submit e-Form 7's to WSIB
- Assist the Safety & Disability Manager, as required with the preparation and management of return-to-work programs in consultation with employees and their supervisors/managers.
- Provide support to the Safety & Disability Manager in reviewing, assessing and responding to accommodation requests
- Communicate and advise supervisors/managers and employees on leave-related information, absence forecasts for scheduling and payment information
- Maintain Physical Demands Analysis (PDAs)

Other General HR Functions (5%)

- Revise and update job descriptions and organizational charts based on Department Head approval and assist with creating new job descriptions.
- Perform exit interviews and manage exit interview statistics.
- Assist with the preparation of annual recruitment, retirement and exiting employee statistics
- Act as first contact for all benefit and pension related inquiries from Valleyview Home employees, including the completion of necessary paperwork upon hire and employment status changes.
- Meet with employees approaching a pregnancy/parental leave to discuss benefits and OMERS contributions while on leave; distribute pregnancy/parental leave information package; provide benefits dependent change form to add new dependent to benefits.
- Prepare employment confirmation letters
- Coordinate corporate training for Valleyview Employees
- Other duties as assigned by the Director of Human Resources

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS:

- Post secondary degree in Human Resources Management, Labour Relations or a related field
- Certified Human Resources Professional (CHRP)
- Minimum three (3) years experience in a human resources role
- Experience working in a unionized environment
- Ability to maintain a high level of confidentiality
- Highly organized with a demonstrated ability to prioritize and meet deadlines

- Exceptional communication skills both written and verbal
- Ability to think and interact effectively, tactfully and courteously with all levels of staff, building a cooperative and collaborative working relationship with internal and external customers.
- Ability to apply a DEI lens to all aspects of work
- Knowledge of relevant legislation, policies and procedures including the Employment Standards Act, Ontario Human Rights Code, Pay Equity Act, Labour Relations Act, and the Occupational Health and Safety Act, and the Long Term Care Homes Act
- Proficient with Microsoft Office Suite or related software
- Valid Class G driver's license and access to reliable transportation

PREFERRED QUALIFICATIONS:

- Certified Human Resources Leader (CHRL) considered an asset
- Experience in Long Term Care considered an asset

CONDITIONS OF EMPLOYMENT:

- Satisfactory police vulnerable sector check criminal record check
- Satisfactory TB documentation
- Must meet all applicable provincial directives with respect to COVID-19 immunization/testing

HOURS OF WORK:

- 35-hour work week (8:30 a.m. – 4:30 p.m.; Monday to Friday; with a one hour unpaid lunch).
- May be required to work outside and beyond the normal hours of work and off site.

WORK LOCATION(S):

- Valleyview Home & City Hall

REMUNERATION RANGE: \$38.68 - \$47.02 per hour working 35 hours per week (\$70,394 - \$85,564 per annum) plus a comprehensive benefit package.

Applications must be received on or before Monday June 17, 2024 at 11:59 p.m.

HOW TO APPLY:

Go to www.stthomas.ca – Employment, Employment Opportunities.

Go to Posting Title.

Click the 'Apply Now' button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.

Note: You will be required to answer Qualification questions during the application process.

When your application has been received through Dayforce, you will receive an email from notify@dayforce.com stating "Congratulations, your application has been successfully submitted."

All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Other details

Pay Type **Hourly**

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