

# Manager of Human Resources, Occupational Health, Scheduling and Volunteer Services

## About Perth and Smiths Falls District Hospital

Location, Location, Location! The two hospital sites are located in the charming and historic Perth and Smiths Falls region, within close proximity to urban centres such as Kingston, Brockville and Ottawa. On the banks of the Rideau Canal system – a UNESCO World Heritage Site, Perth and Smiths Falls District Hospital (“PSFDH”) plays an important role in the lives and well-being of the 60,000+ residents living within its catchment area. PSFDH is an organization with an exemplary accreditation status that delivers a broad range of primary and secondary services and programs to residents of three large rural counties. PSFDH’s mission is to provide high quality patient and family-centered care built on collaboration and partnerships.

With 635 employees, a medical staff of approximately 150 physicians, 250 volunteers and an operating budget of approximately \$63.7 million, PSFDH plays an important role in the provision of services itself, but also as part of regional initiatives aimed at creating efficiencies and better care for all patients and their families.

## About The Opportunity

Reporting to the Vice President of Patient Care and Chief Human Resources Officer; the Manager of Human Resources, Occupational Health, Scheduling and Volunteer Services is responsible for providing support to all client levels regarding labour and employee relations matters on a day-to-day basis and working with the bargaining units and employees to foster a positive work environment. Additionally, the Manager of Human Resources, Occupational Health and Volunteer Services will function in both a hands-on tactical capacity and in an organizational level strategic capacity, by providing operational guidance and advice to all levels of employees and Management, within the organization. In this cornerstone role within our Human Resources team, the Manager of Human Resources, Occupational Health and Volunteer Services will provide service and support as the Hospital’s leading authority in all matters related to: recruitment; retention; compensation; performance management volunteer services; employee benefits; disability management, employee and labour relations; Human Resources policies and procedures and attendance management.

- Provides leadership and direction to all employees and volunteers within portfolio.
- Develops, recommends, implements and evaluates departmental and human resources policies, systems, practices and procedures and ensures compliance with all applicable statutes and regulations.
- Support employee investigations regarding code of conduct, harassment and human rights investigations;
- Support grievance resolution, and collective bargaining;
- Facilitates early dispute resolution processes, mediates disputes between clients and stakeholders;
- Lead the Leave and Attendance Program according to established policy, prevailing legislation and best practices;
- Drafts and prepares letter of understanding, memorandums of agreements and grievance responses;
- Identify, research and drafts and/or amends new policies and procedures; ensuring legislative compliance and adherence to collective agreements;
- Support organizational wellness;
- Fosters teamwork, inspires, leads by example, cultivating positive workplace relations and coaching to all client areas;
- Liaises with management, bargaining groups and employees to resolve issues related to grievances, conflict resolution process;
- Oversees the Accommodation/Return to Work process and provides expertise and recommendations on escalated cases;
- Oversees recruitment and volunteer services portfolio by providing recommendations, supporting initiatives, and aligning efforts to Mission, Vision and Values of the Hospital.

## The Ideal Candidate

As an ideal candidate, you require:

- A Bachelor's degree in a related discipline (i.e. Industrial Relations, Human Resources, Business Administration, Health Administration, etc.).
- Five (5) years progressively responsible Human Resources experience in a multi-unionized environment, inclusive of experience with grievance handling, labour relations, investigations, disability case management, attendance management, with preference in a health care organization.
- Sound investigative capabilities.
- Minimum 2 years' experience in a supervisory/managerial capacity.
- Experience in developing and managing a successful leave and attendance program.
- Demonstrated collective bargaining, conflict management and negotiation skills.
- Excellent planning, organizational, prioritization, and time-management skills.
- Significant coaching and mentoring skills.
- Excellent communication, report-writing and presentation skills, critical thinking and negotiation skills, people relations, written and verbal communication skills.
- In-depth knowledge and practical application of related employment and labour legislation (e.g., Human Rights Code, WSIB, AODA, ESA, and OH&S Act), policies, procedures, protocols, processes and collective agreements.
- Professional Designation (e.g. CHRP, CHRL), preferred

Closing date: December 12<sup>th</sup>, 2025

To learn more about this exciting opportunity, or to submit your cover letter and resume, in confidence, please contact Human Resources, [hr@psfdh.on.ca](mailto:hr@psfdh.on.ca)

For more information on PSFDH and its programs and services, please visit [www.psfhdh.on.ca](http://www.psfhdh.on.ca)

*Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283-2330 ext. 1132 for assistance.*

*We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.*