

HR Generalist Human Resources TEMPORARY PART-TIME

About the Perth and Smiths Falls District Hospital:

Located in the charming and historic Perth and Smiths Falls region, within close proximity to urban centres such as Kingston, Brockville, Ottawa, and on the banks of the Rideau Canal system – a UNESCO World Heritage Site, PSFDH plays an important role in the lives and well-being of the 60,000+ residents living within its catchment area. PSFDH is an exemplary accreditation organization 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.

About the Opportunity:

The People & Culture Generalist is a member of the Human Resources team. The Generalist provides administrative support to the Human Resources Department ensuring confidentiality at all times. The Generalist is often the first point of contact for all staff, students & volunteers. The Generalist is responsible for supporting internal and external recruitment and staffing processes for multiple vacant union and non-union positions, onboarding new employees, assisting with new employee and student orientation days, organizing Human Resources schedules, maintaining personnel and departmental files, preparing and sending departmental correspondence, setting up meetings and taking minutes, and answering inquiries from the public and other outside agencies. The Generalist will compile and track statistical data, create and distribute HR reports, maintain office supplies and sort and distribute Human Resources correspondence.

DUTIES AND RESPONSIBILITIES

Administrative Support

- Maintain personnel and department files and information in a confidential nature
- Prepare and send departmental correspondence
- Coordinate and scheduling meetings/interviews
- Screen and respond to enquiries from the staff (internal) and public (external) about all HR related matters and vacancies
- Order and maintain all office supplies and service of equipment, as required
- Provide administrative support to special HR projects by assisting in research activities, as required
- Maintain the hospital's badge system requiring creating and replacing badges for staff, physicians, volunteers and students

Planning and Organizing

- Support managers in revising all job descriptions
- Interprets or otherwise applies Human Resources policies in the mutual interest of the Hospital and employees
- Schedule meetings, complete minutes, organize, and distribute committee / meeting information as required

Recruitment/Selection/Onboarding/Orientation/Exit Interview

- Oversees the recruitment and selection process for all internal/external job vacancies
- Oversees the onboarding of all new hires and internal movement of staff including
- Oversees the orientation of all new staff/students including:

Compensation and Benefits

- Advise and authorize payroll office of employee status changes, salary, vacation entitlement and benefits
- Set all new hires up with HOOPP with provider and advise payroll accordingly

JOB SPECIFICATIONS

EDUCATIONAL REQUIREMENTS

- Post-secondary education in Human Resources or an equivalent combination of education, training and experience; healthcare sector experience preferred
- Computer literate with extensive knowledge of Microsoft Office 365
- Excellent interpersonal and communication skills, including exercising tact, diplomacy and sensitivity when dealing with employees, managers & unions
- Excellent organizational and time management skills and ability to multi-task in a fast-paced environment
- Ability to work cooperatively as part of a team, as well as independently to meet deadlines

PREVIOUS EXPERIENCE REQUIREMENTS

- 2 years related human resources experience

Interested applicants are invited to send a resume and letter of application, in confidence, by September 27th, 2024 to HR@psfdh.on.ca

The Human Resources Department
Perth and Smiths Falls District Hospital
60 Cornelia Street West
Smiths Falls, Ontario K7A 2H9
Email – HR@psfdh.on.ca
Fax - (613) 283-0520
Telephone - (613) 613-283-2330 ext. 1132
Website - www.psfhdh.on.ca

Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy. Proof of double vaccination will be required as a condition of employment, subject to exemptions contained in the policy.

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.