



JOB POSTING

Human Resources Specialist

Casey House is a 14 bed sub-acute specialty hospital under the *Public Hospital Act*, founded in 1988. Casey House provides a continuum of care in a home-like environment for adults living with HIV/AIDS through a comprehensive range of inpatient, outpatient and community-based services. Casey House is committed to providing compassionate quality care by an extensive, inter-professional team.

Casey House is much more than a place for clients to get better. It's a place where clients receive compassion. Where they can feel empowered. Where they can feel respected. Where they can feel included. This is an exciting opportunity for a human resources professional or dynamic recent human resources graduate to expand and deepen job-related skills while contributing to Casey House's mission.

Position: Human Resources Specialist
Reports to: Director of Human Resources
Hours: 37.5 hours/week, Monday to Friday
Status: Non-unionized, full time/permanent

POSITION SUMMARY:

Reporting to the director of human resources, this newly created role of human resources (HR) specialist supports the day-to-day functioning of human resources for the Hospital and Casey House Foundation, and contributes to a variety of organization-wide projects and special assignments. The HR specialist is highly involved in the support of the recruiting process, onboarding and orientation of new employees, management of employee information and HRIS data, and communication support for HR programs, and policy and procedure writing.

RESPONSIBILITIES INCLUDE:

RECRUITMENT & ONBOARDING

- Support the recruitment and selection process by managing job postings, conducting pre-screening interviews, coordinating panel interviews, drafting interview questions, completing reference checks, and preparing verbal/written offers.
- Manage the logistical requirements related to employee onboarding and orientation, including initial scheduling and delivery/review of procedures and policies.
- Draft and update position descriptions as required.

EMPLOYEE & LABOUR RELATIONS

- Demonstrate positive and constructive communications with all internal stakeholders.
- Support the collective bargaining process, including any required research and analysis.
- Participate in internal committees related to joint occupational health and employee working groups.

COMPENSATION & BENEFITS:

- Assist in the preparation and submission of compensation surveys.
- Support the administration of annual wage increases and compensation statements.

HRIS MANAGEMENT

- Assist in collecting and maintaining up-to-date HR information within the human resources information system (HRIS).
- Run monthly reports related to wage administration, seniority, attendance and employee churn.
- Manage record keeping of confidential information, including employee files and health and safety data.

RESEARCH

- Research and compile information related to policies, procedures, employment legislation, compensation, benefits and other emerging HR trends.

GENERAL RESPONSIBILITIES

- Comply with all internal policies and procedures.
- Perform other related duties as assigned.

QUALIFICATIONS:

- University degree or college diploma in a related field (human resources management program)
- 3-5 years of experience in a related position, however applications from recent graduates will be considered
- Quality-oriented with high attention to detail and accuracy
- Creative and inventive problem solving and analytical skills
- Excellent written, verbal, and interpersonal communication skills
- Demonstrated flexibility in a fast-paced, multi-tasking environment
- Advanced Microsoft skills (Word, Excel, PowerPoint, Outlook)
- Working knowledge of applicable employment legislation
- Ability to build positive working relationships through collaboration, influence and persuasive communication
- Experience on HRIS applications preferred
- A commitment to lifelong learning
- An alignment to social justice principles and Casey House's vision, mission and values

At Casey House, we are committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community in which we live and serve, including those living with HIV/AIDS. Casey House is committed to providing accommodations in all parts of the hiring process. If you require an accommodation, we will work with you to meet your needs

Email your cover letter, outlining your expertise, together with an updated resume, to careers@caseyhouse.ca. Please insert: *Application for Human Resources Specialist position* in the email subject line.

POSTED DATE: March 6, 2019

CLOSING DATE: March 20, 2019