



N24-28 Human Resources Advisor Permanent Full-Time

Primary Duties

- Coordinate recruitment and selection activities
- Represent CMH at job fairs and other recruiting functions as required
- Facilitate onboarding and orientation programs
- Assist and support labour relations initiatives with document preparation, research, report generating and auditing pertaining to the grievance procedure, rights and interest arbitration, collective bargaining, layoffs, restructuring, etc.
- Assist with workplace investigation and administering the discipline process
- Coordinate archiving and destruction of department records for all functional areas in accordance with records schedule; provide input on records management processes and standards
- Collect and report on requested data for internal and external reports including external surveys
- Maintain users in the Learning Management System, develop courses and compliance reports for distribution to Managers
- Assist with the design and implementation of training programs including the new employee orientation program; facilitating training programs as required
- Assist with benefit and pension administration; enroll employees, update personal information and adjust coverage specifications as required
- Monitor all jobs to ensure that job descriptions are completed and up to date
- Provide front-line customer service of in-person and telephone inquiries
- Assist in monitoring and administering performance management including performance appraisal process.
- Prepare employment and transfer letters.
- Other duties as assigned

Education & Experience

- Diploma or Undergraduate Degree in Business/Human Resources or other related field
- Completion of a professional development program in human resources management preferred
- CHRP designation preferred
- Certification by Canadian Payroll Association completed or in progress preferred
- Experience with payroll/scheduling systems, HRIS systems or equivalent is required
- At least two years experience working in a similar human resources capacity required
- Experience working within a unionized and/or healthcare environment preferred
- Demonstrated knowledge of and ability to interpret and apply employment legislations (e.g., employment standards, human rights, health & safety, privacy, compensation, labour relations, etc.), human resources policies and collective agreements
- Experience and knowledge of electronic systems including MS Office Suite, Learning Management Systems, etc. required

Skills & Abilities

- Excellent interpersonal, verbal and written communication skills
- Demonstrated superior attention to detail with a high degree of accuracy
- Demonstrated excellent judgement and proven analytical skills
- Demonstrated training experience
- Demonstrated ability to independently identify issues, plan improvements, measure success and continue improvement
- Demonstrated ability to perform with minimal supervision; to prioritize duties
- Demonstrated ability to build, foster and maintain productive relationships with candidates, clients, team members, and external partners
- Strong time management, planning and organizational skills to manage competing priorities and meet deadlines
- Reinforces the Hospital's mission, vision and values through one's own actions and attitudes; is both accessible and responsive
- Demonstrated ability to manage routine correspondence, multiple tasks/projects, diversified workload and rapidly changing priorities and challenging deadlines.
- Demonstrated discretion and professionalism when handling confidential information.
- Demonstrated commitment to the safety of co-workers and patients.



CAMPBELLFORD MEMORIAL HOSPITAL

COMPASSION LEARNING & INNOVATION EXCELLENCE ACCOUNTABILITY RESPECT

How to Apply: Email your resume and cover letter to careers@cmh.ca with the job title and competition number **N24-28** in the subject line by December 18th 2024. Due to a high volume of applicants, only those selected for an interview will be contacted.

Our Hospital: Campbellford Memorial Hospital is looking for compassionate and innovative team members to join our team. At CMH we have a 34-bed in-patient unit, Emergency Department, Day Surgery, Diagnostic Imaging, Laboratory and more. We serve the area between Peterborough and Belleville, providing the only Hospital between these two larger centers. Apply today to become part of our proud team of warm and caring professionals!

Our Community: Campbellford is a small, picturesque town in the heart of the municipality of Trent Hills. Living in Trent Hills will bring you closer to nature, offering an outdoor lifestyle with close proximity to the Trent Severn Waterway, Ferris Provincial Park, and a wealth of trails for ATVs and snowmobiles.

We thank all applicants for their interest in Campbellford Memorial Hospital. In an effort to promote employment equity, we welcome applications from all qualified individuals including Aboriginal persons, immigrants, members of minority groups, women and persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.
