



<b>Job</b>	Full-Time Interim Human Resources Assistant
<b>Job Ref #</b>	# 47-2021
<b>Rate of Pay</b>	\$21.33 – \$28.44 per hour based on a 37.5 hour work week.
<b>Deadline:</b>	This position will remain open until a suitable candidate has been hired.
<b>Primary Location</b>	La Verendrye General Hospital (may attend other locations as directed)

## **Riverside Health Care Facilities**

### **Job Ref # 47-2021**

Riverside Health Care is a fully accredited multi-site, multi-faceted health care system providing service to the Rainy River District in spectacular Northwestern Ontario.

The Interim Human Resources Assistant works alongside the Human Resources Coordinator and Director of Human Resources and provides support to the Human Resources department, and provides service to all Departmental Directors, Managers and Supervisors across the organization.

#### **QUALIFICATIONS NECESSARY:**

- Completion of high school diploma or equivalent, and a combination of education and relevant work experience.
- Completion of diploma in Human Resources, Office administration, or Business administration an asset.
- Ability to work towards Certified Human Resources Professional (CHRP) certification an asset.
- Demonstrated high level of proficiency with word processing, spreadsheet, email and internet software applications.
- Experience using Human Resources Information System (HRIS) an asset.
- Excellent time management and organizational skills.
- Strong written and oral communication skills;
- Effective interpersonal skills, ability to work well both independently and as a member of a team.
- Ability to exercise good judgment, show initiative and be proactive;
- Familiar with Occupational Health & Safety Act and Workers' rights and responsibilities.
- Familiar with all Acts & Regulations that govern HR activities.

#### **BASIC RESPONSIBILITIES:**

The Human Resources Assistant is actively involved in supporting multiple functions of the Human Resources department including recruitment, providing clerical duties, support with employee/labour relations, coordination of performance management, support with attendance management, and coordination of training, as well as coordination of on boarding and orientation. The Human Resources Assistant reports directly to the Director of Human Resources, and may take task direction from the Human Resources Coordinator.

#### **SPECIFIC DUTIES:**

#### **RECRUITMENT / SELECTION / ONBOARDING**

1. Responsible for accepting Personnel Requisitions from Managers to ensure they have been completed properly, and forwarding all Personnel Requisitions to the appropriate individuals for approval and signature.
2. Create all job postings /advertisements and coordinate with appropriate/required individuals as directed.
3. Post and maintain job postings on the Riverside Health Care website.

4. Maintain active recruitment folders.
5. Responsible for forwarding all applicants to Managers.
6. Administer proper forms and documents to Managers used during the recruitment process.
7. Assist and provide direction to Managers throughout the steps of the hiring process.
8. Track all internal and external recruitment efforts thoroughly.
9. Ensure all job descriptions referenced to create postings are accurate and up to date.
10. Maintenance of Job Posting tracking spread sheet.
11. Actively participates in the production of corporate orientation.
12. Liaises with educational institutes to coordinate all unpaid student placements.
13. Organizes corporate orientation for all new hires, students, contract employees as required.

#### **COMPENSATION**

1. Assist in the completion of regular salary surveys.
2. Assist in the maintenance of Riverside Health Care's Non-Union pay grids.

#### **EMPLOYEE / LABOUR RELATIONS**

1. Responsible for assisting with the planning, preparation, and correspondence of Negotiations for all Collective Agreements within the organization.
2. Actively participate in grievance process as directed.
3. Responsible for the scheduling, correspondence, minute taking, and Agenda preparation for Union Management Committee Meetings.

#### **PERFORMANCE MANAGEMENT**

1. Coordinate annual performance review process with all Managers.
2. Review completed performance review package and file in employee personnel file.
3. Track completion of performance reviews.

#### **ATTENDANCE MANAGEMENT**

1. Provide administrative support to the Director of Human Resources throughout the Attendance Management project initiative.

#### **TRAINING / EDUCATION**

1. Provide administrative support for Training activities including the development and maintenance of the Training Catalogue.

2. Responsible for the administration and tracking of the Education Loan Fund.

#### **ADMINISTRATIVE / GENERAL**

1. Provide general administrative support for all Human Resource functions as required.
2. Responsible for the scheduling, preparation, and correspondence for meetings as delegated by the Director of Human Resources.
3. Responsible for the tracking, documenting, and communicating of employee movement within the organization. (New hires, posting awards, LOA's, transfers, terminations, resignations, and retirements.)
4. Preparing month and year end reports to review and document activities.
5. Participates in the Quality Improvement Program.
6. Carries out work assignments safely and is knowledgeable of and in compliance with relevant regulations, policies and procedures (ie. Occupational Health and Safety Act).
7. Performs other such duties or responsibilities that may be delegated, or assigned by the Director of Human Resources.

#### **Conditions of Employment:**

- Non- Union
- Human Resources Policies
- Department Policies
- Corporation Policies
- Terms and Conditions of Employment

If you have excellent people, communication and organizational skills, and are looking for a role designed to help you learn about Human Resources Management, this position will be an excellent opportunity for you. Feel free to contact us if you are interested, we look forward to hearing from you.

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Interested candidates are invited to confidentially explore this opportunity or submit their resume and cover letter to: [Human.Resources@rhcf.on.ca](mailto:Human.Resources@rhcf.on.ca).

*Riverside Health Care Facilities is committed to ensuring that all employment practices are inclusive. As an organization we are committed to providing and arranging accommodation for candidates upon request.*