



POSITION DESCRIPTION

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| POSITION (TITLE): | Human Resources Officer | DIVISION: | Administrative Services |
| REPORTS TO: | Manager, Human Resources | UNION AFFILIATION: | Non-Union |
| PREPARED BY: | Manager, Human Resources | DATE: | (R) March 2011 |
| APPROVED BY: MOH/CEO, Director | CEO / Director of Administration | DATE: | April 2011 |
| SUPERSEDES: | June 2007; December 2006 | | |

POSITION SUMMARY:

Reporting to the Manager of Human Resources, the Human Resources Officer is responsible to perform and assist with Human Resources functions including Recruitment and Selection, Hiring and Orientation, preparation of human resources documentation, and to ensure a coordinated and collaborative approach to the provision of the Student and Volunteer Programs.

DUTIES AND RESPONSIBILITIES:

Recruitment and Selection

- Coordinates recruitment and selection processes in accordance with applicable legislation, policies and procedures and collective agreements
- Prepares internal and external job postings
- Develops and maintains job descriptions and job competency profiles
- Develops resume scoring tool and assists in short listing of applications
- Develops interview questions in consultation with managers
- Facilitates the interview process to ensure compliance with applicable legislation, policies and procedures and collective agreements
- Conducts reference checks and makes offers of employment
- Contacts unsuccessful candidates
- Maintains competition documentation system

Hiring and Orientation

- Prepares contracts of employment and other hiring documentation (e.g., related forms, confidentiality agreement) and conducts initial orientation sessions with new employees
- Coordinates corporate orientation sessions for new employees (e.g., Payroll, Benefits, Purchasing, IS, Policies, OHS, etc.)
- Follows up on conditions of employment (e.g., CNO, CPR, Criminal Reference Checks, Driver Abstracts)

Student Program

- Facilitates student placements with universities and colleges, prepares and maintains related affiliation agreements, and coordinates internal student placements in consultation with Managers and Program staff
- Develops and maintains necessary resources for the student program
- Develops and implements a structured orientation for students in consultation with managers
- Researches and prepares funding applications and completes required accountability reports
- Promotes curriculum development in relevant disciplines in consultation with Directors and Managers
- Develops and maintains the preceptorship model for student placements, acting as a resource for preceptors and arranging educational opportunities and related training
- Conducts an evaluation of each student placement and provides feedback to assist in improving the program
- Keeps record of student projects completed while on placement at the Thunder Bay District Health Unit and arranges for dissemination
- Promotes the Thunder Bay District Health Unit as a placement site and employer through career/placement fairs and site visits to educational institutions
- Coordinates recruitment and hiring process for all student employees
- Evaluates the Student Program on an annual basis and makes recommendations for improvement

Volunteer Program

- Coordinates volunteer placements in collaboration with Program staff
- Coordinates annual Volunteer Appreciation Event
- Oversees and/or participates in the selection of volunteers including recruitment, interviewing and reference checks
- Arranges and/or conducts orientation and training for volunteers
- Provides coaching related to utilization of volunteers for Program staff
- Represents the Health Unit to local volunteer organizations
- Evaluates the Volunteer Program on an annual basis and makes recommendations for improvement

Administrative / Other

- Performs appropriate back up support and coverage for other HR staff as required.
- Plans and coordinates projects and/or participates as a member of internal project teams and/or committees to support the delivery of HR supports and services including organizational initiatives.
- Conducts research, collects appropriate data and prepares reports as requested or at own initiative based on identification of trends or emerging issues impacting HR services and functions, presenting analysis and options to mitigate issues or capitalize on trends.
- Develops a network of professional contacts and fosters business partnerships with other organizations to exchange program resources, best practices and develop innovative strategies that contribute to student and volunteer program success
- Develops and maintains policies and procedures related to assigned portfolio
- Maintains appropriate program statistics/information and prepares reports as required
- Maintains professional competence via appropriate continuing education and self-directed study.

QUALIFICATIONS / REQUIREMENTS

- Diploma or Degree in Human Resources Management combined with one to three years experience in a generalist capacity. A CHRP designation would be considered an asset.
- Strong communication, consultative, interpersonal and relationship management skills in order to build effective working relationships and partnerships
- Strong client focus orientation
- Project management and organizational skills
- Ability to work with a high degree of tact, diplomacy and professionalism
- Ability to analyze and problem solve to assess issues as well as develop and recommend effective solutions
- Ability to prioritize constantly changing and conflicting priorities while meeting strict and tight deadlines and working under pressure
- Demonstrated proficiency in a Microsoft Office environment (Word, Excel, Outlook, Power Point)
- Ability to function both independently and in a team environment
- Willingness to occasionally work irregular hours
- Willingness to travel within the City and District to meetings, events and interviews
- Valid driver's license and access to a vehicle