

HUMAN RESOURCES COORDINATOR JOB DESCRIPTION

McCormick Care Group is seeking a well-rounded, passionate human resources professional to achieve our goal of being a leader in dementia care, focused on relationship-centered care and quality of work life.

Who you are

An experienced Human Resources professional with a desire to work in an in-person environment that supports older adults, particularly those living with dementia and their care partners. You value, lead with and embody compassion, accountability, respect, excellence, and collaboration.

You are a compassionate individual who believes in relationship and culture building to contribute to a positive, rewarding work environment. You thrive in a fast-paced, dynamic environment with regular resident and employee interactions.

You have more than five (5) years of progressive human resources experience and are experienced in a unionized environment.

The position

The Human Resources Coordinator is responsible for providing hands-on operational support to enable the organization to attract, manage, develop, and retain employees. You will anticipate, plan, advise, and implement solutions, strategies and plans to help McCormick Care Group achieve its goals. Your role is critical in supporting and enhancing culture and strategic HR initiatives tied to the organization's strategic plan.

While this position formally reports to the CEO, it will take day-to-day direction and leadership from the Home Administrator and Director of Adult Day Programs, collaborating with all members of the senior leadership and administrative team.

Specifically, as a member of the People and Culture Team, you will work closely with the Learning & Development Coordinator and the Student & Volunteer Coordinator. You will also work with the union, including the union stewards and representatives.

HR Advisory

- Be a trusted, reliable, and accessible HR professional among employees.
- Develop and implement effective programs, procedures, and initiatives related to recruitment, performance management, compensation, rewards and recognition, organizational effectiveness, retention, and policy.
- Solicit input from managers regarding recommendations for processes and programs, so that collective decisions are made to ensure consistent best practices are considered as solutions that work for the whole organization are determined.
- Provide advice, support, and guidance to managers related to hiring, discipline, and termination to ensure a standard, compliant, and consistent approach.
- Assist organizational efforts to manage and reduce absenteeism, including short- and long-term disability, and WSIB, including facilitating and supporting the effective and safe return to work.
- Partner with the leadership team to understand and support the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Review recommendations and policies to ensure fair and equitable application of human resources policies and procedures, in compliance with relevant/applicable legislation and collective agreements.
- Liaise with various departments, managers, administrators, and coordinators related to HR matters, recommendations, and program/policy development and implementation.

Recruitment & Talent Management

- Assist with the development and implementation of recruitment strategies to support organizational needs.
- Provide guidance and support to leaders in the organization through the recruitment process, including posting, interviews, and hiring process.

- Provide oversight on the annual performance review process, advising leadership to ensure completion in a timely manner.
- Provide guidance and recommendations on a variety of performance effectiveness issues, including role clarity, structure, performance management, skill gaps analysis and development, talent development, succession planning, and team building.

Labour Relations

- Understand the Collective Agreements in place at McCormick Care Group, providing advice and guidance to leadership.
- Take an active and supportive role in discussions between management, employees, and unions in helping resolve differences.
- Participate in Collective Bargaining as required.

Administration

- Ensure a high level of service and quality in the delivery of HR process, policies, and services to the organization.
- Maintain awareness of trends, best practices, and legal changes in HR.
- Track HR key performance metrics and assist with ongoing stat reporting.
- Organize, maintain, and coordinate HR records and files in their proper locations.
- Perform duties in accordance with the Occupational Health and Safety Act and internal safety protocols.
- Perform other duties as assigned.

Experience, Skills & Qualifications

- A post secondary degree, diploma or certificate in human resources or a related field.
- A CHRP or related HR designation is an asset.
- Five (5) or more years of progressive human resources experience.
- Experience in a unionized environment is an asset, including awareness of negotiating and managing Collective Agreements and labour relations.
- Experience in healthcare, long term care, senior recreation or a related industry is an asset.
- Knowledge and experience with WSIB claims management and process.

- Experience in full cycle, high volume recruiting and talent management.
- Experience working with multiple stakeholders, providing effective guidance by assessing human resources-related risks and developing strategies and plans to mitigate.
- Strong problem solving skills, ability to determine root cause of complex issues and provide sound advice and guidance.
- Ability to balance multiple competing priorities and remaining highly organized.
- Ability to provide a current, clear Canadian Criminal Record and Vulnerable Sector Check is required.
- Ability to comply with regulatory mandates within a high-risk health care environment, including vaccinations (COVID-19, Influenza, TB etc.), masking or other public health requirements.

What we offer

- A comprehensive compensation package, including group benefits and membership in the Hospital of Ontario Pension Plan (HOOPP).
- Paid vacation starting at 3 weeks.
- Paid sick and bereavement days.
- Opportunity to make an impact on the lives of individuals and the community.

About us

McCormick Care Group is an accredited, not-for-profit organization, providing a long-term care home that has served London and area for more than 100 years, and Ontario's largest dementia-specific adult day program for over 30 years. We serve adults, including those living with dementia and their care partners, by offering support to those living in the community, or those who have had to move into our Home due to increased safety and healthcare needs. Our Home and adult day program create an environment that encourages residents and clients to be as active, independent and involved in life as possible.

Vision

Specializing in dementia care, we create a caring, inclusive community in which everyone feels a sense of safety, belonging, purpose and well-being.

Mission

We provide innovative relationship-centered care by strategically investing in partnerships, technology, research, and employee engagement. Through strong collaborations, we champion dementia care that enhances safety and quality of life.

How to apply

If you are excited about this opportunity, **please send your resume and cover letter to recruiting@ahria.ca** . We look forward to hearing from you.

McCormick Care Group is committed to equal employment and advancement opportunities for all employees and potential employees, and a discrimination and harassment free workplace. McCormick Care Group is committed to providing accommodations for people with disabilities. If you require accommodation during the application process or through the selection process, please let us know.