



**Canadian Mental  
Health Association**  
Windsor-Essex County

*Community wellbeing is our sole focus.*

### **INTERNAL/EXTERNAL POSTING**

#### **HUMAN RESOURCES GENERALIST NON-BARGAINING UNIT POSITION**

#### **ONE (1) TEMPORARY FULL-TIME POSITION**

#### **SIXTEEN (16) MONTH CONTRACT/BACKFILL UNTIL APPROX. OCTOBER 2021**

The incumbent under the supervision of the Acting Senior Operations Officer with day to day guidance provided by the Acting Human Resources Manager the position, administers effective Human Resource services by providing assistance and support services to staff at all levels of the organization. The incumbent is responsible for the following key functions: benefit and pension administration, managing employee leaves, recruitment, Health & Safety and takes a leadership role for Employee Wellness initiatives.

#### **Responsibilities:**

The position is responsible for general Human Resources duties as it relates to supporting the department including but not limited to the following:

- Recruitment in a unionized environment
- Leave Management (including short and long term disability claims, and Worker's Compensation Insurance claims, return to work plans and employee accommodations).
- Benefit Administration.
- Union seniority lists.
- Management support including provide advice to Managers re: collective agreement language on a wide scope of topics.
- Knowledge of payroll and/or financial systems related to HR functions.
- Health and Safety Program - Joint Health and Safety Committee, WSIB claims, Health & Safety training programs and Workplace Violence policy and investigation programs.
- HR Quality reporting, including maintaining statistical records and analyzing results for inclusion in the HR and organizational Scorecard.
- Lead role for agency's Wellness Committee.
- HRIS data integrity and reporting.
- Labour relations in conjunction with the HR team.

#### **Qualifications:**

##### **Education required:**

- Business degree with specialization in HR or an undergraduate degree in a relevant discipline such as Psychology with courses in Human Resources Management is required.
- CHRL designation (or CHRP designation working towards CHRL designation with the qualifications to obtain CHRL within one year) is required.
- Three (3) years recent & relevant experience in a human resources position.
- Experience in a unionized environment and working with Collective Agreements is required.



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- Health and Safety Certification is a preferred asset.
- Experience working in health care or in a not-for profit or broader public sector would be an asset.

Skills required:

- Comprehensive experience managing disability claims, developing return to work plans, managing pension and benefits functions.
  - Knowledge of payroll and/or financial systems and how they interact with HR specifically around benefits.
  - Experience with all aspects of recruitment and on boarding programs.
  - Experience participating in Joint Health and Safety Committees, managing WSIB claims, Health & Safety training programs and Workplace Violence policy and investigation programs.
  - Labour relations experience including support of managers in interpreting CA, and disciplinary processes.
  - Experience or participation with Wellness programming and committees.
  - Ability to work with Human Resources Information Systems, including running reports, and analysing results.
  - Demonstrated knowledge of HR practices and related legislation.
  - Excellent computer skills in Word, Excel, HRIS databases and the ability to develop charts, graphs and presentations as required.
  - Demonstrated ability to work unsupervised and manage a diverse and heavy workload.
  - Demonstrated problem solving skills to manage contentious or sensitive situations with diplomacy and tact.
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- Bilingualism in both official languages is an asset for all agency positions.

**Hours of Work:** 35 hours/week. Flexibility is required to meet service needs for all positions.

The agency's regular hours of operation are 8:30am to 4:30pm.

**Salary range: \$61,083-\$74,914 annually**

Compensation within the range will be based on the experience of the incumbent. Includes a competitive and comprehensive, benefit, Healthcare of Ontario Pension Plan (HOOPP), vacation and sick leave package.

Please forward your cover letter and resume clearly stating how your skills and experience meet the position requirements quoting posting reference **CMHA #22-2020** by **4:30 pm Tuesday, May 19, 2020** to [careers@cmha-wecb.on.ca](mailto:careers@cmha-wecb.on.ca)

*CMHA strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with CMHA.*