



Group Health Centre

Human Resource Generalist Permanent Full Time

Compassion**Respect****Kindness****Accountability****The Organization:**

The Group Health Centre is a progressive multi-specialty ambulatory care health care organization, and is one of Canada's first consumer-sponsored health care facilities. As Ontario's largest and longest-established alternatively funded healthcare organization, Group Health Centre serves over 70,000 Sault Ste. Marie and Algoma District residents.

Position Summary:

The HR Generalist will partner with the HR Managers in providing quality support to the organization. The Generalist will be responsible for handling a variety of HR tasks, including but not limited to, supporting labor relations, recruitment and retention, compensation and benefits and employee support programs, as well as assisting in administering the HRIS, taking an active role in health and safety issues and answering HR related inquiries. The HR Generalist will support all facets of HR and be part of a team that consistently delivers exceptional service.

The Ideal Candidate will Possess:

- Minimum three (3) years Human Resource Practice
- Certified Human Resources Professional (CHRP) designation
- Strong working knowledge and application of the ESA, LRA, and OHSA
- Knowledge and experience working in a unionized environment considered an asset
- Superior ability to work under the pressure of tight time-lines and emergent issues
- Excellent word processing, typing and proof reading skills
- Demonstrated ability to provide excellent client service evidenced by well-developed communication skills, both verbal and written
- Well-developed self-awareness, self-management and social awareness skills
- Demonstrated ability to build and maintain successful and positive working relationships
- Excellent organizational and prioritization skills; able to meet deadlines
- A solid track record of maintaining privacy and confidentiality
- Accuracy and attention to detail
- Demonstrated success in living the values of GHC

Compensation:

- Competitive salary range of \$62,000 - \$72,000 annually commensurate with experience
- Generous employer paid benefit package and participation in the HOOPP pension plan
- Competitive vacation and leave provisions
- Flexible hybrid schedule once fully oriented

Hours of Work:

Monday to Friday – Business Hours
Weekends & Holidays Off

Applications By:

May 26, 2023

Please apply to recruitment@ghc.on.ca

Interested applicants are asked to submit a **cover letter** and **resume** indicating their qualifications for the position by **May 26, 2023**. Those selected for interviews will be required to demonstrate their qualifications and required skills and abilities as outlined above. Group Health Centre is committed to an application and interview process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code/AODA. Applicants need to make any accommodation requests for the application or interview process known in advance by contacting the Human Resources Department at 705-759-5513. We thank all applicants, however only those under consideration will be contacted. Please note the Group Health Centre is a Scent Sensitive Organization.