



<https://onionlakehealth.org/careers/human-resource-officer-olhbi-administration/>

## Human Resource Officer – OLHBI Administration

**Hiring organization**  
OLHBI

### Description

The Human Resource Officer is responsible for providing positive support to all employees, program managers, directors, and board members regarding personnel issues that affect the workplace environment and employee performance. The Human Resource Officer provides advice and direction to program directors, managers, and staff. This may include providing information on the OLHBI personnel policies and procedures manual, disciplinary procedures, training and development, performance appraisals, employee assistance program, substance abuse testing, and matters regarding the Canadian Labour Code Standards. This position will also assist with determine staffing requirements and help oversee the recruitment, onboarding and offboarding processes.

**Employment Type**  
Full-time

### Responsibilities

- Research any new developments within the human resources field and implement changes where needed.
- Oversee recruitment and interview processes; Assist with and maintain onboarding and off boarding procedures.
- Identify and address issues that affect the overall health of the organization: morale, effectiveness, turnover, absenteeism, and productivity.
- Ensure that all employees comply with company policies, procedures, and ethical standards.
- Handle employee complaints and incidents, disciplinary procedures, including conflict resolution, accidents, health and safety concerns, work refusals, and investigations.
- Provide leadership and coaching to managers and employees on key workplace matters such as performance management, difficult conversations, employee relations, and employee development.

### Qualifications

- Degree or diploma in business administration, human resources, or a related field required.
- 3-5 years experience in Human Resource or related Field.
- Strong communication skills, both verbal and written.
- High level of confidentiality and integrity.
- CPHR designation or working towards CPHR designation an asset.
- Sound leadership, staff management, and teambuilding skills.
- Able to interpret and implement personnel related legislation.
- Demonstrated basic knowledge of labour laws.
- Excellent Computer skills and database management.
- Valid Driver's License, Driver's abstract, Criminal Record Check and Vulnerable Sector Check.

### Contacts

**DEADLINE DATE: November 8, 2024**

Only qualified applicants will be contacted for an interview.

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. LIST of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

**Attention to: Human Resources**

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