

Exciting Health Care Opportunities

Director of Human Resources Full Time

Sioux Lookout Meno Ya Win Health Centre requires a Director of Human Resources who will provide assistance and leadership aimed at helping the organization achieve its objectives. This individual ensures that the Human Resource Department and Sioux Lookout Meno Ya Win Health Centre are in compliance with all applicable federal and provincial legislation. The Director of Human Resources works as a strategic partner to the Chief Executive Officer and Board of Directors. This individual manages the staffing for the Human Resources Department and ensures processes are in place for the smooth operation of the Human Resource department. He/she also works on projects for the development of policies and programs, and coordinates with the Finance Department on personnel budgets. He/she must develop a comprehensive strategic organizational development program for Sioux Lookout Meno Ya Win Health Centre.

Qualifications:

- Bachelor's degree in HR field preferred
- Minimum of 10 years work experience in HR required
- Experience in a hospital environment preferred
- Demonstrated ability to meet strategic objectives for HR and the organization
- Demonstrated ability to manage HR core processes such as talent management, succession planning and employee relations
- Proven project management skills required
- Able to make sound business decisions and evidence based recommendations to senior management
- Thorough knowledge of the methods and procedures used in the successful development of an organizational development program
- Effective written and verbal communication skills as well as presentation skills
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Sound leadership, staff management, and teambuilding skills
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint, Adobe products and email required
- Able to build and maintain lasting relationships with corporate departments, key business partners, and employees
- Able to interpret and implement personnel related legislation
- Demonstrated basic knowledge of labour laws
- Ability to follow through and complete overlapping projects
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Knowledge of and experience with collective agreements and/or contracts preferred



SIOUX LOOKOUT
Meno Ya Win
HEALTH CENTRE

Job Requirements:

- Performs and coordinates policy reviews and analysis, including the overall management of Human Resource projects and the direction of their staff
- Responsible for overseeing the hiring, orientation, supervision, performance management and possible terminations of all the associates at Sioux Lookout Meno Ya Win Health Centre
- Ensures compliance with legislative requirements (federal and provincial)
- Ensures compliance with Labor Law and Health and Safety regulations
- Anticipate and identify emerging issues, trends and problems that affect the policies and programs of Sioux Lookout Meno Ya Win Health Centre
- Identify and address issues that affect the overall health of the organization; morale, effectiveness, turnover, absenteeism and productivity
- Supports diversity initiatives
- Analyze benefit programs and service as primary contact with service providers
- Direct recruitment practices and procedures
- Provide direction to all levels of employees for HR related issues
- Execute HR programs such as training, innovation, employee recognition, activities and recreational programs in a way supporting internal equity and organization's competitiveness
- Participate in recruitment and selection, promotions, transfers, contract negotiation, job classification, performance evaluation, and employee relations according to policies and principals
- Ensures compliance regarding regulations and laws by executing necessary policies and procedures
- Provide training for supervisors and above for performance management, conflict resolution, discipline and terminations
- Sustain and develop knowledge and understanding of existing and proposed laws and regulations affecting human resources management
- Investigate and provide resolutions for employee relations problems
- Manage promoting processes and provide consultancy for managers
- Ensure that the company and its employees operate ethically
- Perform all duties and responsibilities in a manner consistent with the Mission Vision and Values of the Sioux Lookout Meno Ya Win Health Centre
- Perform other duties as assigned

Salary: The salary range for this position will be in the line with the OHA compensation structure

Closing Date: When filled

Submit Resume to: Human Resources Recruitment
Fax: (807)737-6263
Email: careers@slmhc.on.ca

Competition #: #NADMIN 07/17 (please quote on application)

Please visit our website: www.slmhc.on.ca for more information.

Only those candidates selected for an interview will be contacted, we thank all others for their interest. An acceptable criminal reference check and immunization records will be required from the successful candidate. Upon request, accommodations due to a disability are available throughout the selection process.

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