



POSITION DESCRIPTION

POSITION TITLE: Human Resources Specialist

RESPONSIBLE TO: Chief Executive Officer

GENERAL ACCOUNTABILITES:

*The **Human Resources Specialist** serves as a champion of the Vision and Mission and promotes an environment that is consistent to the Health Centre's Statement of Values and Principles. The Human Resources Specialist is an essential member of the client-centred health professional Team. The Human Resources Specialist will work with the other members of the Health Centre's teams to effectively and efficiently serve Health Centre clients through traditional, non-traditional and innovative approaches to service delivery within the broad determinants of health framework.*

SUMMARY OF FUNCTIONS:

The major responsibilities of the Human Resources Specialist will be to provide human resources and administrative support specific to the accountabilities listed below.

SPECIFIC ACCOUNTABILITIES:

1. Assist with day to day operations of the Human Resources functions and duties (processing new hires, terminations, leaves, etc.);
2. Coordinate full scope of the recruitment process (job description, job posting, initial screening, communication with candidates, schedule interviews, preparing interview packages, etc.);
3. Prepare offer letters; and letters related to change in employment status;
4. Oversees new employee on-boarding process and activities;
5. Compile and maintain historical human resource records by designing a filing and retrieval system; keeping past and current records (physical files and within HR software);
6. Maintain employee credentialing and training records;
7. Responsible for the annual Human Resources Audit;
8. Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, performance evaluations etc.);
9. Coordinate Human Resources projects (meetings, training, surveys etc.) and take minutes;
10. Deal with employee requests regarding human resources issues, policies and procedures;
11. Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.);
12. Communicate with staff regarding pay, benefits, pension, etc.;
13. Provide clerical and administrative support to leadership on Human Resources Matters;
14. Contributes to team effort by accomplishing related results as needed.

QUALIFICATIONS:

1. In-depth knowledge of an academic discipline normally acquired through completion of a degree or certificate in Human Resources Management/ Business Administration; Human Resources (CHRP) designation an asset;
2. 1 to 3 years directly related work experience;
3. Experience in pay and benefits administration an asset;
4. Working knowledge of employment legislation required e.g. ESA, AODA, Occupational Health and Safety;
5. Must possess excellent computer skills with advanced knowledge in HRIS, Word, Excel and PowerPoint;
6. Strong organizational and analytical skills with excellent attention to detail;
7. Strong written and verbal communication skills;
8. Ability to work independently and as part of a team;
9. Must exercise good judgment in handling confidential information;
10. Ability to work with a range of people within a diverse environment;
11. Professional manner, tact, diplomacy and ability to maintain confidentiality.

I understand the requirements, essential functions and duties of the position.

Employee Signature

Date:

Revised: March 2026