

Position: Human Resources Coordinator	Union/Non-Union: Non-Union
Job Status: Permanent Part-Time (0.8 FTE)	Hourly Rate: \$36.45 - \$42.65
Reports to: Manager, Human Resources	Start Date: ASAP

Almonte General Hospital and Carleton Place & District Memorial Hospital created the Mississippi River Health Alliance (MRHA) in 2016 to formalize their commitment to work together to improve each patient and resident’s overall health care experience through a strong, coordinated system of care. An integrated Senior Team leads the two Hospitals, as well as Fairview Manor and Lanark County Paramedic Service which are operating divisions of AGH. Over 600 caring staff, physicians and midwives provide excellent primary, acute and long-term care to citizens of Lanark County, West Ottawa and Renfrew County.

Reporting to the Manager of Human Resources, the HR Coordinator is responsible for providing efficient and timely customer service to Senior Executives, Managers, Staff and Affiliates in all areas of Human Resources functions including but not limited to Recruitment and Selection, Compensation, Pension and Benefits and Labour Relations.

Competencies and Personal Attributes

- Commitment to excellence, quality and safety.
- Ability to promote effective and respectful communication to foster interpersonal relationships.
- Ability to work cooperatively and respectfully within a team environment.
- Effectively able to manage competing priorities and meet deadlines.
- Ability to work in a manner that is in compliance with patient and employee safety practices, policies and procedures of the organization.
- Ability to contribute to a work environment that is conducive to the organizations Workplace Violence and Harassment policy.

Qualifications

- A college diploma in Human Resources or Business Administration or equivalent combination of education and experience in Human Resources and administration.
- A minimum of two (2) years Human Resources experience in a generalist role, preferably in a hospital/healthcare setting.
- Experience working in a multi-unionized environment with the ability to provide effective consultative services with a focus on the administration of labour relations processes, reporting and analysis.
- Strong computer skills (Microsoft Office) with demonstrated working knowledge of HRIS/Payroll systems.
- Ability to lead and coordinate all recruitment efforts both internally and externally, including on-boarding/off-boarding, development of postings/interview guides, participation on interview panels and coordination of Corporate Orientation and other training programs as required.
- Demonstrated excellent oral and written communication skills including competent public speaking.
- Excellent time management with proven abilities in planning, priority setting and meeting deadlines.
- Ability to work independently and as part of a multi-disciplinary team.
- Demonstrated ability to make sound judgements and informative decisions.
- Experience with compensation and benefit administration and implementation as well as the ability to create and maintain job descriptions.

Qualified candidates are invited to submit their resumes by **September 19th, 2024 at 4:00 pm** to: **Angela McLean, Human Resources:** angmclean@mrha.ca

We thank all candidates who apply. Only those selected for an interview will be contacted.

We are committed to inclusive and accessible employment practices – If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you.

Please note that according to the MRHA Vaccination Policies, all applicants must be fully vaccinated unless they can provide the proof of a valid medical contraindication or exemption on the basis of protected grounds under the Ontario Human Rights Code in order to be considered for any staff or volunteer opportunities. Upon hiring, applicants must provide the proof of either government issued documentation proving they have been fully vaccinated, or present supporting documentation of a valid medical contraindication or exemption under Ontario Human Rights Code.

Mississippi River Health Alliance (MRHA) is committed to fostering a culture of diversity, equity, inclusion and belonging. We believe that embracing diversity in all its forms enriches our workplace and enhances the quality of care we provide to our patients, residents and community. We are dedicated to creating an environment where every individual feels valued, respected and supported regardless of race, ethnicity, gender, sexual orientation, religion, age, ability or background. We aim to create a workplace where everyone can thrive and contribute to our shared mission of providing integrated health care that meets the evolving life-long needs of our communities.