



## Vacancy

<b>Position Title:</b>	Human Resources Generalist (1)
<b>Current Program:</b>	Human Resources
<b>Position Available:</b>	Immediately
<b>Position Category:</b>	Temporary, Full-Time (1.0 Full Time Equivalent (FTE), 35 hours per week) <i>6 Month Contract, up to December, 2025</i>
<b>Reports To:</b>	Manager, Human Resources
<b>Union:</b>	Non-Union (Legacy HKPR)
<b>Wage:</b>	\$65,404.88 - \$74,749.27
<b>Office(s):</b>	Port Hope
<b>Posting ID:</b>	25-5023-B

## Position Summary:

As a member of the Corporate Services Division, the Human Resources Generalist is primarily accountable to the Manager, Human Resources, and will provide support to management and employees to promote alignment and successful implementation of corporate programs and processes, as well as other duties as assigned by the Manager and/or Director.

As a member of the Human Resources (HR) team, the Human Resources Generalist will be responsible for supporting the department with recruitment and selection, staff scheduling, onboarding new hires, training and development coordination/tracking and attendance management. This position is expected to work independently and as part of a multi-disciplinary team to identify, review and assess existing tools, processes, policies, procedures and practices that may require enhancement and/or alteration so alignment with the new values and desired organizational culture of positive mental health and well-being (National Standard of Canada for Psychological Health and Safety in the Workplace) can be achieved.

This position may involve travel and variations of the working day.

**Haliburton Office**  
191 Highland Street, Unit 301  
Haliburton, ON, K0M 1S0  
1-866-888-4577

**Lindsay Office**  
108 Angeline Street South  
Lindsay, ON, K9V 3L5  
1-866-888-4577

**Peterborough Office**  
185 King Street  
Peterborough, ON, K9J 2R8  
705-743-1000

**Port Hope Office**  
200 Rose Glen Road  
Port Hope, ON, L1A 3V5  
1-866-888-4577

## **Duties and Responsibilities will include:**

### **Administration and Human Resources**

- Provides confidential human resources support related to the day-to-day human resources operations including recruitment and selection, staff scheduling, onboarding new hires, training and development coordination/tracking and attendance management.
- Understands -and consistently applies the collective agreement provisions for both CUPE and ONA employees.
- Drives consistent approach across the organization in attracting, managing and developing talent to support current and future organizational needs.
- Recruits new employees using proactive recruitment strategies and takes ownership of the recruitment and selection lifecycle including preparing job postings, screening applications, conducting interviews, checking references and preparing employment agreements on behalf of the hiring manager.
- Performs new hire orientations and works alongside hiring managers to ensure new employees are effectively integrated into the work culture and environment, through to completion of the required probationary review.
- Completes special human resources projects by clarifying project objective(s); setting timelines and schedules; conducting research; developing and organizing information; fulfilling transactions; communicating project status and issues arising; resolving concerns; investigating team member complaints; analyzing time and cost issues; preparing reports.
- Works closely with all levels of the organization to ensure tools and policies are aligned, enhance employee engagement, and improve organizational culture.
- Understands and anticipates the need for effective change, diagnoses the underlying issues and builds the case for change with stakeholders.
- Develops human resources solutions by collecting and analyzing pertinent information and data and recommends appropriate course(s) of action.
- Works in accordance with the National Standard of Canada for Psychological Health and Safety in the Workplace.

### **Professional**

- Maintains competency by attending appropriate continuing education workshops, seminars and through private study.
- Maintains management and team member confidence and protects organization operations by keeping information confidential.
- Maintains effective working relationships with Management, Divisions, and other Health Unit staff.

### **Physical**

- Works in a safe manner as required by Occupational Health and Safety legislation.
- Performs work in an environment with occasional exposure to minor and/or little exposure to major disagreeable conditions.
- Does light physical activity of intermediate duration and medium physical activity of short duration.
- Performs work involving almost continuous periods of mental, visual and/or auditory concentration of intermediate duration and/or frequent periods of long duration.
- Detects and works toward eliminating health hazards in all assigned areas.

## **Qualifications:**

### **1. Education**

- A Post-Secondary diploma in Business Administration Human Resources Management or equivalent.
- Certified Human Resources Professional (CHRP) designation or in progress, preferred.

### **2. Experience**

- 2 years related work experience in Human Resources Management.
- Advanced working knowledge of Microsoft Word, Outlook and Excel; proficient in Microsoft PowerPoint and Visio. HR system experience, preferably with ADP Workforce Now would be an asset.
- Experience in a unionized, public-sector work environment preferred.

### **3. Other**

- Knowledge of and exposure to all or some of the following human resources activities; recruitment, orientation, compensation and benefits, performance management, employee and labour relations, employment law and employee communications.
- Self-starter with exceptional interpersonal, oral and written communication skills and team building skills.
- Superior organizational, planning, multi-tasking, analytical and problem-solving skills with the ability to manage concurrent deadlines and multiple priorities.
- Strong negotiation, conflict resolution and facilitation skills.
- Demonstrates strong analytical and data gathering abilities.
- Pro-active, flexible and positive work attitude, ability to adapt to new, different or changing requirements.
- Working knowledge of the Ontario Public Health Standards.
- Valid Ontario driver's license, access to a vehicle and ability to travel to satellite offices.
- Current and satisfactory Criminal Records Check and Vulnerable Sector Search.
- Proof of immunizations required by HKPRDHU.

## **How to Apply:**

- Apply in writing via email to: [jobs@hkpr.on.ca](mailto:jobs@hkpr.on.ca).
- Include your name, the position classification, and the posting ID Example: "**Jane Smith, Safe Water & Vector-Borne Disease Student, 25-15002-C**".
- Attach a single file (doc, docx, or pdf), including your cover letter and resume, which addresses the qualifications noted above.

Haliburton Kawartha Northumberland Peterborough Health Unit is committed to meeting the needs of persons with disabilities under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Standards. Accommodation will be provided throughout the recruitment process at the request of the applicant.

Please note that only applicants to be given further consideration will be contacted for an interview.

**Posting ID:** 25-5023-B

**Applications to be received no later than:**

Friday, May 16, 2025, at 4:30 PM

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