



POSITION DESCRIPTION

POSITION TITLE: LABOUR RELATIONS COORDINATOR

DEPARTMENT: HUMAN RESOURCES

CLASSIFICATION:

UNION: NON UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: MANAGER, LABOUR RELATIONS

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

Reporting to the Manager, Labour Relations, the Labour Relations Coordinators assists in the provision of comprehensive Human Resources services throughout the region including the provision of effective labour relations, employee relations, performance management, attendance management, and respectful workplace. This position assists with the development, and implementation of Human Resource policies and programs to meet the needs of the organization. This position also assists with the interpretation of collective agreements and workplace policies and procedures. This position involves working with management and non-management staff, unions, and health care providers. The position of Labour Relations Coordinator functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Provides support and guidance to managers to ensure best HR practices are followed and collective agreements are correctly interpreted and applied.

- Provides advice and support to managers to ensure progressive discipline, performance management and attendance management issues are properly administered.
- Provides support and assistance on grievance handling.
- Supports and assists in collective bargaining, essential services planning, etc., as required.
- Maintains continuing awareness of all changes to federal and provincial legislation pertaining to labour and employee relations.
- Attends labour/ management meetings as required at IERHA sites and ensures consistent application of collective agreements.
- Undertakes special projects and assignments as directed by the Manager, Labour Relations.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Certificate or degree in Human Resources Management and/or an equivalent combination of education, training and experience. Human Resource Professional designation is an asset.

REQUIRED KNOWLEDGE:

- Knowledge on the interpretation and application of collective agreement provisions and human resource policies such as progressive discipline up to and including termination.
- General knowledge of all aspects of human resource services and employee administration.
- Experience with an electronic Human Resource Management System is required.

EXPERIENCE REQUIRED:

- Experience in human resource management in a unionized environment required. Other suitable combinations of education and experience may be considered.
- Experience in health care environment preferred.
- Experience with an electronic Human Resource Management System (HRIS) is required.

SKILLS/COMPETENCIES:

- Strong organizational, interpersonal, problem solving, verbal, and written communication skills required.
- Ability to build and maintain positive working relationships and to work in a multi-disciplinary team based working environment required.
- Physical and mental health to meet the demands of the position.
- Valid Manitoba drivers license.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.

- Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: March 2016
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.