



POSITION DESCRIPTION

POSITION TITLE: HUMAN RESOURCES ASSISTANT

DEPARTMENT: HUMAN RESOURCES

CLASSIFICATION:

UNION: NON UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: HUMAN RESOURCES MANAGER

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The Human Resource (HR) Assistant is responsible for performing general administrative and clerical duties to assist the Human Resource Department. The Human Resources Assistant is responsible for accurate and concise collection of employee information and inputting required data into the Human Resources Information System (HRIS). The position requires the ability to provide confidential clerical functions unique to the Human Resources area and to maintain an excellent rapport with staff, and the public. The position of the Human Resource Assistant functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority (IERHA).

ESSENTIAL FUNCTIONS AND DUTIES

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

- Responsible for the preparation and distribution of job postings, results and Letters of Offer for all Interlake-Eastern RHA vacancies.
- Responsible for obtaining employee seniority hours for job posting results purposes.
- Responsible for regional communication of successful applicants for positions.
- Assists managers with HR functions such as interview set up and inquires.
- Maintains the internal and external mail (including shared HR inboxes) and ensures timely distribution of job applications to appropriate managers and responds to inquiries.

- Responsible for the preparation and placement of newspaper and website advertisements for vacant positions.
- Obtains required information from all employee files.
- Maintains the electronic employee personnel record, related (but not limited to):
 - Letter of Offers
 - Pre-Employment Security Checks
 - Education verification
 - Registrations / Licenses / Certificates
 - Probationary Reviews / Performance Conversations
 - Employee Exit Surveys
 - Injury-Near-Miss Forms / WCB documentation
 - On-boarding education (PHIA, WHMIS, etc.)
 - Occupational Safety & Health documentation
- Prepares and maintains reports and databases for tracking of Human Resources related information.
- Participates in the design and implementation of new and/or revised forms for Human Resources programs and/or accompanying Interlake-Eastern RHA policies.
- Responsible for clerical and administrative support to the Human Resources department's various programs (Regional Orientation, Service Recognition, Home For the Summer, etc.).
- Maintains the IERHA StaffNet for Human Resources information and documentation.
- Filing of physical employee personnel records.
- Maintains strict confidentiality with respect to all information viewed and/or obtained from employee personnel records.
- Participates in the development and implementation of new programs and initiatives.
- 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.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Certificate in Human Resource Management required, or other suitable combinations of relevant education and experience may be considered.

REQUIRED KNOWLEDGE:

- Familiarity with Collective Agreements and interpretation would be an asset.
- Working knowledge of the Quadrant Workforce (QHR) Human Resource Information System an asset.

EXPERIENCE REQUIRED:

- Minimum two (2) years of previous clerical experience required.
- Experience in a Human Resources department preferred.
- Experience in a health care environment preferred.

SKILLS/COMPETENCIES:

- Strong organizational, interpersonal, problem solving, verbal and written communication skills.
 - Demonstrated proficiency in computer applications and in particular Microsoft Office programs.
 - Self-starter with the ability to work independently with a minimum of supervision.
 - Ability to work with a variety of sensitive information and to maintain confidentiality.
 - Ability to maintain positive working relationships in team based working environment.
 - Valid Manitoba driver's license required.
 - Physical and mental health to meet the demands of the position.
 - Give 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.
 - Completed and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
-

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.
-

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.

Created: _____
Date

Revised: _____
May 2020
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.