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## POSITION DESCRIPTION

**POSITION TITLE:** HUMAN RESOURCES GENERALIST

**DEPARTMENT:** HUMAN RESOURCES

**CLASSIFICATION:**

**UNION:** NON UNION

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** HUMAN RESOURCES MANAGER, RECRUITMENT & RETENTION

**POSITIONS SUPERVISED:**

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## POSITION SUMMARY

Reporting to the Human Resources Manager, Recruitment & Retention, the Human Resources Generalist assists with the provision of comprehensive Human Resources services throughout the region including effective employee relations, recruitment and employee retention activities, out of scope salaries, position descriptions and workplace policies and procedures. The Human Resources Generalist position involves working with management and non-management staff, unions and health care providers. The position of Human Resources Generalist functions in a manner consistent with and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

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

- Acts as a resource to management and staff in matters of general HR inquiries as well as in the interpretation of human resources policies.
- Assists with general recruitment activities for the region and takes an active role in various activities and functions as assigned including conducting monthly regional orientation

sessions, representation at career fairs, interview boards, provides assistance to managers with hiring Internationally Educated Nurses.

- Assists with or takes a lead role in the construction and maintenance of the IERHA job description library.
- Assists with the administration of out of scope salary scales in conjunction with the Vice President, Human Resources.
- Assists with organizing and facilitating annual Retirement and Long Service Awards.
- Assists with implementation and maintenance of the Human Resources Information Systems (HRIS) portion of the QHR database.
- Provides Human Resource representation as a member on various IERHA committees.
- Provides support and assistance to the Human Resources Assistant and, in the absence of the Human Resources Assistant, assumes responsibility for the preparation and distribution of letters of offers.
- Undertakes special projects and assignments as directed by the Vice President, Human Resources.
- 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:**

- Diploma/ degree in Human Resource Management or a related field.

##### **REQUIRED KNOWLEDGE:**

- Strong working knowledge of human resources issues including labour relations legislations, employment standards legislation, human rights legislation and workers compensation legislation.

##### **EXPERIENCE REQUIRED:**

- One to two years recent related human resources experience in a unionized environment.
- Experience in health care environment preferred.

##### **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 driver's license
- Demonstrates a high integrity to maintain confidentiality in all matters related to the IERHA
- Supervisory skills an asset
- 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.
  - 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: \_\_\_\_\_  
Date

Revised: July, 2015  
\_\_\_\_\_ 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.*