

Human Resource Specialist Health, Safety & Wellness

Full-Time Permanent position – Barrie

The Agency

We are a Child Welfare and Child & Youth Mental Health agency committed to service excellence, teamwork and participation in decision-making. We respect and value diversity and operate from an anti-oppression framework. Located in the prime recreational area of Simcoe County and the District of Muskoka, we provide the opportunity to combine a career with a lifestyle of your choice.

Simcoe Muskoka Family Connexions (SMFC) strives to be a reflection of the diverse communities it serves. As a result, we encourage applications from traditionally underrepresented communities such as people living with a disability, racialized people, Indigenous peoples, people of different faiths and people from diverse gender, gender expression and 2SLGBTQ2SIA+ identities. If you are of the aforementioned identities, and feel comfortable making it known, please feel free to do so with the knowledge it will be kept confidential and used in a safe manner to inform our recruitment process towards being an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code throughout the recruitment process.

The Job

Reporting to the HR Senior Leader, the Human Resources Specialist: Health, Safety and Wellness is responsible to promote and develop programs and strategies to improve the health, safety and wellness of employees. Responsibilities will include such functions as:

- Ensuring organizational compliance with Occupational Health and Safety Act regulations including training & policy/procedure development and maintenance
- Provision of Health, Safety & Wellness Training
- Consult with staff on Short and Long-Term Disability claims including referrals to the benefit providers, tracking of claims and facilitating accommodations and return to work plans
- Development & Implementation of an Organizational Health, Safety & Wellness Strategy with the Senior Human Resource Manager
- Provision of Advice and Guidance to Management and the Joint Health and Safety Committee.

The position is primarily based in our Barrie office with travel to branch locations in Simcoe and Muskoka often required. This is a non-unionized position.

Qualifications

- Post-secondary education in Human Resources with a CHRP or CHRL designation.
- Canadian Registered Safety Professional (CRSP) designation would be an asset.
- Prior HR experience in a Human Services organization.
- Thorough knowledge of current HR standards and all legal requirements.
- Knowledge of Ontario Employment Standards Act, Labour Relations Act, Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act and Workplace Safety and Insurance Board regulations.

All Simcoe Muskoka Family Connexions offices are scent free

- Demonstrated experience in leading health, safety and wellness initiatives and creating a workplace wellness culture.
- Highly developed organization, communication, diplomacy skills and practice in maintaining confidential information.
- Strong attention to detail.
- Excellent administrative, decision-making, and problem-solving skills.
- A thorough understanding of anti-oppression values and principles.
- Valid driver's license and access to a vehicle is required.
- Bilingualism (French/English) is a highly desired asset.

Compensation The salary range is \$65,150 to \$87,109 commensurate with experience, with a generous benefits package, vacation and leave provisions.

Applications by: **December 10, 2021**

Please apply to: **Internal Candidates:** [Login ADP>Myself>Talent>Career Center>HR Spec HSW perm \(1121\)](#)
External Candidates: [HR Specialist HSW 1.0 FTE perm \(1121\)](#)

We thank all applicants, however only those under consideration will be contacted.

Accommodation at Simcoe Muskoka Family Connexions

Our organization is an equal opportunity employer. We provide equal employment opportunities (EEO) and we welcome candidates from all abilities and backgrounds. We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 705.726.6587 x 2252. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.