



**Human Resource Coordinator
One Permanent Full- time**

Working in partnership with our Sarnia Lambton Ontario Health Team (OHT) partners, we are pleased to announce a joint role that will be shared between our two organizations. The successful candidate will work three days per week at the North Lambton Community Health Centre (Forest site) and two days per week working at CMHA Lambton Kent (Sarnia site).

Both organizations are diverse, inclusive, and equitable workplaces where all employees, volunteers, students and clients, whatever their gender, race, ethnicity, creed (religion), national origin, age, sexual orientation or identity, education or disability or any protected ground under the Human Rights Code, feel valued and respected. We are committed to a non-discriminatory and unbiased approach to inclusion including practice, environment and communication channels. We respect and value diverse life experiences and cultures and work to ensure that all voices are valued and heard.

Reporting to the Director of Human Resources, the incumbent will be responsible for the following functions:

- Administration of the recruitment process including preparing postings, scheduling and organizing interviews and preparing interview packages
- Advise and assist other departmental managers on interpretation and administration of Collective Agreement, and agency policies and programs.
- Answer day-to-day questions in regards to benefit coverage and assist with employee's needs.
- Coordinate internal and external training activities as required, including travel arrangements when required.
- Inputs all data relating to Human Resources in HRIS
- Assist in the development of Human Resource policies and procedures.

Qualifications:

- Post-secondary education in Human Resources and 1- 3 years of experience working in the field.
- Certified Human Resource Professional designation (CHRP)
- A valid driver's license, and use of a vehicle, which will be used in conducting agency business, would be considered an asset.
- Preference will be given to a qualified candidate who is proficient in both official languages.
- Demonstrated proficiency in Microsoft Office applications, as well as the ability to learn other Windows-based applications is required.

Hours of Work: 35 hours/week, Flexible hours are required to meet the position requirements.

Salary: Commensurate with experience inclusive of HOOPP



**Canadian Mental
Health Association**
Lambton Kent



**North Lambton
Community Health Centre**

Applicants should submit a covering letter and resume by, October 15th, 2023 to:

<https://lambtonkent.bamboohr.com/careers/66?source=aWQ9MTI%3D>

Only applicants being considered for an interview will be contacted.

If you require an accommodation, we will work with you to meet your needs. This information is available in an alternative format upon request, to accommodate individuals with a disability. While we thank all applicants for their interest, only those selected for an interview will be contacted. If contacted for an interview, please inform us should accommodation be required.