



**ADDICTIONS AND MENTAL HEALTH SERVICES**  
HASTINGS PRINCE EDWARD

<b>Position:</b>	Human Resources Business Partner	<b>Job Status:</b>	Permanent Full Time
<b>Required Shifts:</b>	Day Shifts	<b>Reports to:</b>	Director, Human Resources
<b>Hours of Work:</b>	37.5 hours per week, 1.0 FTE	<b>Union/Non-union:</b>	Non-Union
<b>Location:</b>	To Be Determined	<b>Date Posted:</b>	December 7, 2018

**Position Summary:**

As a member of the Shared Services Office of the Addictions and Mental Health Agencies of Hastings, Prince Edward; Kingston, Frontenac Lennox & Addington; and, Lanark Leeds and Grenville, the Human Resources Business Partner ensures the delivery of HR services across a business segment. The Human Resources Business Partner ensures that their Agency complies with Human Resources Policies and Procedures, Collective Agreement, and, Provincial and Federal Statutory Legislation so that the goals of the Agency are achieved in a harmonious employee climate.

- Act as a subject matter expert relating to the interpretation and application of the Collective Agreement;
- Provide consultation services, support, and leadership on all matters relating to Labour and Employee Relations;
- Assist with arbitration and grievance preparation; attend arbitration and grievance meeting;
- Provide expert advice and guidance regarding the administration, interpretation, and application of collective agreement, and the handling of complaints and/or grievances for both union and non-union staff;
- Assist with preparation for contract negotiations, arbitration, Human Rights and Ontario Labour Relations Board cases;
- Provide direction in the coordination and delivery of all HR services to the client Agency. Coordinates all phases of the staffing process for recruitment and orientation of suitably qualified personnel for the Agency;
- Assists managers in identifying human resources problems/issues/implications associated with business plans and operations and develops plans for the support of the Agency's needs through human resources management activities;
- Participates in annual HR business planning process, identifying key performance indicators;
- Promotes understanding and acceptance of human resources objectives, policies and processes by conducting information sessions and providing information to managers/supervisors/employees on the need and reasons for specific policies/procedures and how they can contribute to the achievement of business objectives;
- Develop and administer programs, practices and approaches to assure positive Human Resources;
- Monitors WSIB, STD and LTD and coordinate return to work and workplace accommodation programs.

**Qualifications & Experience:**

- Three-year community college diploma in Business Administration – Human Resources Management, or equivalent education and experience
- Minimum three years of experiences in a Human Resources environment, preferably in the community health sector
- Experience supporting and carrying out recruitment and selection, compensation, and training and development preferably in a community-based health care environment
- Experience providing HR support in a unionized environment with an in-depth understanding of Collective Agreements and the bargaining process
- CHRP designation required
- Must possess a Driver's License and have regular access to a reliable vehicle and provide proof of adequate vehicle insurance



ADDICTIONS AND MENTAL HEALTH SERVICES  
HASTINGS PRINCE EDWARD

Please submit a resume and cover letter to [sso.careers@amhs-hpe.ca](mailto:sso.careers@amhs-hpe.ca) quoting competition number 2018-05-SSO.

***Please note: Only candidates selected for an interview will be contacted.***

*We are committed to inclusive, barrier-free recruitment processes and work environments. If contacted, please advise us in a timely fashion of any accommodation assistance you require to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*