

About Spectrum Patient Services:

Spectrum Patient Services is Ontario's leading provider of non-urgent patient transfer services. We operate 24/7 and we pride ourselves on having the right people, the right vehicles and the right services to produce a standard of success unparalleled in Ontario.

We are looking to grow our team with people who are dedicated to linking the passion of our people and the quality of our services to the needs of our clients and patients. Currently, we are recruiting for a human resources generalist to join us at our Hamilton headquarters.

Job Summary:

The Human Resources Generalist is responsible for the front line implementation of Spectrum Patients Service's human resources programs including recruitment and retention, employee relations and negotiations, staff development, performance management and occupational health & safety for all Ontario based locations. This role is based in Hamilton and with some travel is required.

Duties and Responsibilities:

- Ensures adherence to legislative and collective agreement requirements; advising management on actions or corrective measure
- Updates, develops, collaborates and integrates policies with the parent company standards, values, policies and practices
- Determines and implements recruiting best practices
- Responsible for professional development of the organization's personnel, which involves employee orientation, development and training
- Supports performance management and evaluation process.
- Oversees group benefits eligibility process
- Provides coaching and conflict resolution to managers and employees, and works with other members of the HR team to make recommendations for improvements
- Maintains all Human Resources files and documents (e.g. training courses, immunization, changes in personal information, performance appraisals)
- Conducts investigations in employee and customer incidents, including but not limited to, harassment, discrimination, and violation of company policies
- Responds to all union grievances, arbitrary matters and participates in union negotiations
- Responds to internal and external employee enquiries/feedback
- Oversees Corporate Joint Health and Safety Committee
- Adheres to the safe work/risk management policies and procedures of Spectrum Patient Services
- Works within the Ethical Practice Framework of Spectrum Patient Services
- Understands the range of services provided by each division of the Spectrum family and how it contributes to our model of Total Client Care
- Other duties as required

Skills and Qualifications:

- A diploma or degree in Human Resources, Labor Relations, Industrial Relations or related discipline
- CHRL or CHRP designation is an asset
- Minimum of 5 years related experience human resources generalist experience, healthcare or transportation background preferred
- Minimum of three years' experience in Labour Relations within a unionized environment
- Knowledgeable of provincial and federal employment law and regulations.
- JHSC certification an asset
- Strong oral and written communication and presentation skills
- Positive interpersonal relationship skills
- Ability to work in a self-directed manner
- Strong computer skills with proficiency in Microsoft office: Word, Excel, PowerPoint

We want to hear from you! If you are interested in joining Spectrum Patient Services, please send a copy of your resume to the attention of Human Resources. Please indicate **Human Resources Generalist** in the subject line. ***NO PHONE CALLS PLEASE***

Applicants: We thank all applicants; however only those individuals selected for interviews will be contacted. *Spectrum Patient Services is an equal opportunity employer and we will accommodate any needs under the Canadian Charter of Rights and Freedom, Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should any applicant require accommodation through the application processes, please contact the Human Resources Department at 1-866-527-9191 for assistance*