



St. Joseph's Health Centre oversees the operations of St. Joseph's Villa (a 128-bed long term care home) and St. Joseph's Continuing Care Centre (a 64-bed continuing care hospital) in Sudbury, and Villa St. Gabriel Villa (a 128-bed long term care home) in Chelmsford.

Our Administrative team supports all three facilities and manages clinical, operational and financial services. We are a faith based organization guided by our core values of Service, Integrity, Dignity and Excellence with a focus on a culture of caring. Please consider joining our team of dedicated professionals if you share a genuine commitment to the wellbeing and care of our patients, residents and staff.

WE ARE CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION(S):

HUMAN RESOURCES / DECISION SUPPORT COORDINATOR

FULL-TIME PERMANENT

Hourly rate: \$23.95 - \$28.18

The Human Resources / Decision Support Coordinator supports Human Resources Department initiatives and develops and generates reports for quality monitoring and for assisting department managers with personnel and operational issues. He/She makes use of exceptional Excel skills to translate HRIS and other data into usable formats that facilitate dissemination and analysis of information in a timely and functional manner. The Human Resources / Decision Support Coordinator monitors trends to identify areas of concern and participates on special project teams to support the development and implementation of quality improvement strategies, workplan proposals and various Human Resources Department initiatives.

QUALIFICATIONS:

- Diploma or degree in Business Administration, Administrative Assistant, Human Resources or related fields
- CHRP designation (or designation-in-progress)
- Strong project management skills and an ability to coordinate people, information and critical processes
- Experience or training in HRIS, statistics, data analysis, database management and knowledge management
- Superior knowledge of Excel including spreadsheet development, advanced formatting and charting
- Experience with HRIS technology, report development and system maintenance is an asset
- Strong organizational, presentation, facilitation and communications skills
- Knowledge of Quadrant (QHR) software and VBA/Macros is an asset
- Knowledge of scheduling and payroll/benefits administration is an asset

St. Joseph's Health Centre

Attention: Human Resources
1140 South Bay Road
Sudbury, ON P3E 0B6
Fax: 705-674-9550

Email: hr@sjsudbury.com

St. Joseph's Health Centre offers a competitive salary, comprehensive benefits package, HOOPP pension, and career development opportunities.

Please indicate the Job Title of the position to which you are applying in the subject line of your email or fax cover sheet.

Visit our website at www.sjsudbury.com

We thank all applicants for their interest and invite applications from persons with disabilities.

Only those applicants selected for interviews will be contacted.

Please advise at the time of contact if you require accommodations for your interview.

DEADLINE FOR APPLICATIONS: September 28, 2018 at 4:00pm