



WE ARE CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

## Occupational Health / HR Coordinator

Working at St. Joseph's Health Centre is a great career choice! It offers management, supervisory and administrative roles in both long term care and hospital environments and provides opportunities to liaise with community partners at all levels. Our organization is known throughout the North for its efforts in facilitating change in the healthcare system, optimizing our resources, and maximizing the quality of life for our residents and patients. As a not-for-profit organization, we focus our resources where they can make the greatest impact and serve the most vulnerable. Consider a role with St. Joseph's Health Centre as an opportunity to make a genuine difference in the lives of others.

**TEMPORARY FULL TIME - Maternity Leave (until approximately March 2023)**

**Hourly rate: \$28.97 to \$34.09**

**START DATE: As Soon As Possible**

The Occupational Health / Human Resources Coordinators lead Occupational Health activities and serves as the primary liaison with the WSIB. They manage workplace injury claims, occupational and non-occupational medical leaves, and all related return-to-work and modified work planning. The Occ Health/HR Coordinators play key roles in onboarding activities to welcome and introduce new staff to our workplaces and serve as a primary resources to the management team in the areas of workforce planning, performance management and labour relations. They participate in various committees including Health & Safety, Corporate Quality and Labour/Management and are involved in the collection, analysis and tracking of quality indicators and other organizational metrics.

### QUALIFICATIONS:

- CHRP or CHRL designation
- Degree/diploma in Human Resources Management or related field
- Two to three years of experience in disability management including injury reporting, modified work planning, return-to-work programming, workplace accommodations and WSIB policies/processes
- Experience in unionized environments, ideally in the healthcare field
- Experience in workforce analytics, compensation management, labour relations and collective agreement administration is a definite asset
- Strong project management, organizational, presentation and communications skills
- Excellent interpersonal and people management skills

***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.***



### ABOUT ST. JOSEPH'S HEALTH CENTRE:

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.**

### HOW TO APPLY:

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

**St. Joseph's Health Centre  
Attention: Human Resources**

**1140 South Bay Rd  
Sudbury, ON P3E 0B6**

**Fax: 705-674-9550**

**Email: [hr@sjsudbury.com](mailto:hr@sjsudbury.com)**

*St. Joseph's Health Centre offers a competitive salary, comprehensive benefits package, HOOPP pension, and career development opportunities. Relocation assistance available for new employees.*