

Senior Human Resources Generalist

Hospice Palliative Care is a philosophy of care that focuses on comfort, quality of life, and supporting the precious moments families share with their loved ones during their final days together. Hospice care is about helping our residents live each day with dignity and honour by providing compassionate, end-of-life care in a home-like setting. As the leader in palliative care, Chatham-Kent Hospice provides outstanding end-of-life care, grief and bereavement supports, exceptional work and volunteer experiences, collaborative partnerships, and a relationship-centered culture.

Chatham-Kent Hospice is currently seeking a dedicated and experienced Senior Human Resources Generalist to support their workforce by promoting compliance, employee engagement, Diversity, Equity, Inclusion and Justice (DEIJ), and a positive organizational culture.

Job Summary:

As the Senior Human Resources Generalist, you will be a key player in driving Chatham-Kent Hospice's workforce strategy, acting as a vital link between staff and leadership. Your expertise will ensure human resources practices align with Chatham-Kent Hospice's values and regulatory requirements, helping Chatham-Kent Hospice maintain a work environment that enables employees to deliver compassionate care to those the organization serves. This role would also provide human resource support to the Chatham-Kent Hospice Foundation, our communications and fundraising partners.

Core Areas of Focus:

- Talent Management, DEIJ, and Organizational Development
- Employee Advocacy and Labour Relations Liaison
- Policy Development, Accessibility and Legislative Compliance
- Data Analysis and Reporting

Key Responsibilities:

- Develop and implement human resources plans and policies to ensure alignment with legal and organizational standards. Provide recommendations for improvements.
- Act as a liaison between staff and management, addressing concerns to promote engagement and retention. Support coaching and team building.
- Lead employee personnel activities including: recruiting, hiring, onboarding, fostering respectful team work; engagement strategies; training; and evaluating performance.
- Lead DEIJ initiatives to promote inclusivity and address systemic barriers.
- Collaborate with managers to assess employment and scheduling needs.
- Ensure compliance with accreditation standards, occupational health & safety, accessibility laws (AODA), PHIPA, and CRA, with a focus on continuous improvement.
- Payroll, pension and benefits administration.

- Maintain human resource information system records and compile reports.
- Lead and oversee all best practices and legislative requirements for a healthy work environment (i.e. WSIB, OH&S etc.)
- Contribute to the CKH Leadership Team and successful implementation of the Hospice's strategic plan by establishing priorities, setting goals, implementing initiatives and monitoring progress.
- Participate in the strategic, operational, and budget planning processes.
- Promote student teaching opportunities by working with local education/training programs; and developing and providing in-house and community education opportunities.
- Participate on internal and external committees, community events, and public speaking opportunities.
- Understand and promote the culture of philanthropy at Hospice and serve as a philanthropic ambassador within the organization and in the community.

Qualifications and Experience:

- Post-secondary education in Human Resources or a related field.
- A minimum of 3 years in a senior-level Human Resources capacity, preferably within the Not-for-Profit or Healthcare sector.
- Experience in developing, implementing, and maintaining human resources policies and procedures.
- Exceptional communication skills, both verbal and written.
- Superior interpersonal, negotiation, and conflict management skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Proven experience in managing payroll and benefit programs.
- In-depth knowledge of human resources-related legislation and compliance requirements.
- Strong leadership skills with a proven track record of working collaboratively with teams and senior management.

Complimentary Experience:

- Bilingualism in French language is a strong asset.
- Experience working within a unionized environment is an asset.

This position offers a comprehensive compensation and total rewards package including:

- Compensation range: \$72,000 to \$80,000
- Healthcare of Ontario Pension Plan (HOOPP)
- Competitive Vacation Time
- Comprehensive Group Benefits Plan
- Training and Development Opportunities

For more information on Chatham-Kent Hospice, please visit www.chathamkenthospice.com

Chatham-Kent Hospice is committed to building a diverse team comprised of varied skills, strengths, and experiences. We encourage you to apply even if you don't see yourself fully reflected in every job requirement listed, and we welcome applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and lived experiences to apply. Chatham-Kent Hospice welcomes all members of the community as reflected in the individuals we care for as well as in our recruitment for both staff and volunteers to ensure that we reflect the diversity of the Chatham-Kent Community.

Please forward a copy of your resume in confidence to Cristina Lecce, Recruitment Specialist at Logic Executive Search and Workplace Solutions at: cristina@logicexecutivesearch.com.

We thank all those who apply for this role, however, only those selected for an interview will be contacted.

Logic Executive Search and Workplace Solutions is committed to providing accessible employment practices that follow the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation during any phase of the recruitment process, please let our recruitment team know.