

Human Resources Generalist

Location: Elliot Lake, Ontario

Salary: \$76,674 –\$ 88,121

Join St. Joseph's General Hospital Elliot Lake as a Human Resources Generalist!

St. Joseph's General Hospital Elliot Lake (SJGHEL) is a patient focused, community driven, and quality oriented healthcare organization dedicated to providing safe, high-quality care to the communities we serve. We are committed to advancing healthcare excellence across rural Northern Ontario, strengthening interprofessional collaboration, enhancing quality and safety, and ensuring accessible, patient centered care for all.

Are you passionate about Human Resources (HR) and thrive in a fast-paced, supportive environment? SJGHEL is seeking a dynamic individual to provide confidential and effective support to our HR department. You will ensure the smooth management and coordination of daily operations across the entire employee lifecycle – from attracting top talent to ensuring a seamless offboarding process for our amazing employees.

Should You Decide to Embrace the Opportunity. You Will:

- **Be the HR Hub:** Handle day-to-day HR tasks, maintain employee records, and process HR documents with precision.
- **Data Guru:** Input and manage HR data in our systems, generating insightful reports.
- **Talent Scout:** Support recruitment by posting jobs, screening resumes, scheduling interviews, and conducting reference checks.
- **Employee Champion:** Assist with employee inquiries, conflict resolution, and promote a positive work environment.
- **Compliance Whiz:** Ensure we meet all the organization's policies and legal requirements, assist with audits, and maintain up-to-date records.
- **Policy Pioneer:** Develop and update HR standards, policies, and procedures.
- **Research Extraordinaire:** Conduct research and compile data for reports.

The ideal candidate will possess:

- Bachelor's Degree in HR or a related field and/or post-graduate certificate in Human Resources Management.
- Certified Human Resources Professional (CHRP) designation or working towards it is preferred.
- Two years of relevant HR experience is preferred.
- Experience in a unionized environment is an asset.

This is an on-site opportunity at SJGHEL in Elliot Lake Ontario not remote work.

To view the full job description and apply please go to <https://sjghel.ca/careers/>. Please note that our recruitment team does not use AI tools to screen, assess, or select applicants. This posting represents a new vacancy and will remain active until filled; however, the search committee will begin to review resumes March 18, 2026.

We offer competitive salary and vacation, extended health and dental benefits, a pension plan through HOOPP!

SJGHEL is an inclusive and equal opportunity employer. We are committed to meeting the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Accommodations are available upon request.

SJGH Thanks all applicants. Only those selected for interviews will be contacted

JOB DESCRIPTION

JOB TITLE:	Human Resources Generalist	DATE PREPARED:	May 31, 2024
DEPARTMENT:	Human Resources	DATE REVISED:	July 22, 2025
PROGRAM:		LOCATION:	SJGHEL
AFFILIATION:	Non-Union/Non-Management	PAYBAND:	Grade 3

KEY FUNCTION:

Responsible for providing effective and confidential support to the Human Resources (HR) department, ensuring the seamless management and coordination of daily operations. This role covers the entire employee lifecycle, including attracting talent, recruitment, onboarding, retention, development, and offboarding for a designated client group.

REPORTING:

Under the general direction of the Chief Human Resources Officer/ Director, Employee and Labour Relations.

DUTIES:

1. Manage day-to-day HR administrative tasks, including maintaining employee records, processing HR documents, and managing HR files.
2. Input and manage HR data in HR systems and generate reports as needed for analysis and decision making.
3. Support the recruitment process by posting jobs, screening resumes, scheduling interviews, and conducting reference checks.
4. Provide support in handling employee inquiries, assisting with conflict resolution, and promoting a positive work environment.
5. Ensure compliance with company policies and legal requirements by assisting with audits and maintaining accurate and up-to-date employee records.
6. Assist with benefits administration, including enrollment, changes, and answering employee questions related to benefits.
7. Schedule and confirm appointments and meetings.
8. Participate in various meetings as required.
9. Record minutes of meetings and ensure proper follow-up of assigned action items.
10. Conduct research, compile data for monthly/annual statistical reporting.
11. Set-up and maintain manual and computerized information filing systems.
12. Work in conjunction with the Coordinator of Occupational Health and Staffing Coordinator
13. Process departmental invoices and monthly reconciliation of department credit card expenses.
14. Help organize and coordinate HR-related events, such as employee training sessions, wellness programs, service awards etc.
15. Complete and process all HR internship funding applications and reimbursement documentation.
16. Determine and align improvement projects with SJGHEL's Strategic Plan; monitor and adjust to achieve goal outcomes.
17. Develop and continuously update HR standards of work, policies and procedures.
18. Participate in education and training specific to current, relevant federal and provincial health and safety legislation, standards and guidelines.

19. Educate and promote health, safety and wellness in the workplace.
20. Represent the department or program on various committees and in meetings as required.
21. Perform other duties as required.

QUALIFICATIONS

EDUCATION AND TRAINING:

1. Bachelor's Degree in a human resources or related field and/ or post-graduate certificate in Human Resources Management is required.
2. Certified Human Resources Professional (CHRP) or working towards a CHRP designation is preferred.

EXPERIENCE:

1. Two (2) years of relevant experience in the human resources field is preferred.
2. Experience working in a unionized environment is an asset.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of, and willingness to support SJGHEL's Mission, Vision & Values of Compassion, Humility and Harmony, Respect, Integrity, Social Responsibility and The Sacredness of Life
2. Demonstrated knowledge of core areas of HR in a unionized environment.
3. Highly competent in keyboarding, word processing, spreadsheet applications, information input and retrieval, presentation software and e-mail.
4. Proven skill to format and draft correspondence, forms, reports, and proposals.
5. Demonstrated excellent data analysis skills.
6. Strong problem identification and problem resolution skills.
7. Demonstrated ability to manage routine correspondence, multiple tasks/projects, diversified workload and rapidly changing priorities and challenging deadlines.
8. Demonstrated discretion and maturity when handling confidential information.
9. Demonstrated ability to take initiative and work with minimal supervision.
10. Demonstrated ability to independently identify issues, plan improvements, measure success and continue improvement.
11. Demonstrated excellent computer skills with proficiency in Microsoft Office software (e.g. Word, Excel, Power Point and Outlook) and other specialized programs (e.g. Meditech).
12. Ability to function independently and as a team members.
13. Demonstrated commitment to the safety of co-workers and patients.

OTHER:

Bilingualism is an asset