

**Title: Human Resources Specialist (Full Time, Permanent)**

**Hours: Full-time (37.5 hrs/week)**

**Compensation: \$34.96 to \$38.20/hour (Professional 3 – Administrative)**

**Effective Date: Immediate**

**Posting Date: March 17, 2025.**

**Ending Date: March 31, 2025 11:59pm**

**JOB SUMMARY:**

Carpenter Hospice is an 11-bed home in the heart of Burlington that offers resident-based care to individuals in the last stages of their lives, and community-based programs for individuals dealing with grief or a life-limiting illness. It is an exciting time to be joining Carpenter Hospice as we expand our resident and community services in Burlington and surrounding areas.

The Human Resources Specialist reports to the Director, Strategy and Operations. In this position, the Human Resources Specialist will be responsible for the administration of day-to-day Human Resources Department functions & duties. The Human Resources Specialist will also lead the full cycle recruitment process including screening, interviewing, reference checking, preparing job offers, leading orientation and onboarding. Additional responsibilities include participating in the review, development and the implementation of the hospice's Human Resources policies and practices, creating and maintaining Human Resources documents and employee paperwork, benefits administration, scheduling performance reviews, employee engagement initiatives, supporting projects, reporting and other Human Resources Management functions.

**Key Responsibilities:**

**PRIMARY RESPONSIBILITIES**

- **Recruitment and Onboarding:** Assist in the full-cycle recruitment process, including posting job openings, coordinating interviews, conducting background checks, and managing candidate communications. Facilitate onboarding for new hires, ensuring a smooth transition into the organization and alignment with Carpenter Hospice's mission and values.
- **Employee Engagement and Communications:** Support initiatives that promote employee engagement and foster a positive organizational culture. Assist with the development and implementation of programs to enhance employee satisfaction, such

as wellness activities, recognition events, and diversity and inclusion initiatives. Draft and distribute internal communications related to programs and updates.

- **HR Operations and Administration:** Maintain accurate and up-to-date employee records, ensuring compliance with all legal and organizational requirements. Prepare employment-related documents, including offer letters, contracts, and status changes. Track key metrics and generate reports to support strategic decision-making by the leadership team.
- **Policy and Compliance Support:** Assist in the development and implementation of policies and procedures. Ensure compliance with applicable labour laws and regulations by maintaining current knowledge of HR best practices and legal updates. Support internal audits and prepare materials for compliance reporting.
- **Learning and Development:** Coordinate training sessions and professional development activities for employees, including scheduling, logistics, and materials preparation. Track participation and support the development of ongoing learning opportunities to enhance employee skills and growth.
- **Benefits Administration:** Provide administrative support for employee benefits programs, including enrollment, changes, and troubleshooting. Respond to employee inquiries and liaise with benefits providers to resolve issues.
- **Employee Relations:** Serve as a resource for employees, addressing inquiries and concerns with professionalism and confidentiality. Escalate complex issues to leadership as appropriate while ensuring timely resolution.
- **Project Support:** Contribute to projects and initiatives, collaborating with team members to achieve organizational goals. Take ownership of specific deliverables as assigned, ensuring timely and high-quality execution.
- **Additional Duties:** Perform other duties as assigned to support the Human Resources function and contribute to the overall success of Carpenter Hospice.

#### **The Ideal Candidate:**

- A strong commitment to diversity, equity, and inclusion, and the ability to apply this lens to all HR initiatives.
- Bachelor's degree in human resources, business administration, or a related field, or equivalent experience.
- 2+ years of experience in human resources or a related administrative role; nonprofit experience is a plus. Working towards CHRP designation, considered an asset.

- Proficiency in Microsoft Office Suite and familiarity with HRIS systems; experience with data entry and reporting is preferred.
- Experience working in a not-for-profit organization considered an asset. Experience working in healthcare preferred.
- Exceptional organizational skills and attention to detail, with the ability to manage multiple tasks and meet deadlines.
- Strong written and verbal communication skills, with the ability to engage professionally with diverse groups of employees and stakeholders.
- High level of discretion and confidentiality in handling sensitive information.
- Problem-solving skills with a proactive approach to addressing challenges and improving processes.
- A team-oriented mindset with a collaborative spirit and the ability to work effectively across diverse teams.
- Represent Carpenter Hospice professionally, demonstrating integrity, honesty, and respect in all interactions. Upholding ethical standards, adhering to company policies and procedures, and fostering a culture of accountability and transparency.
- Knowledge and understanding of employment legislation, HR policies and HR best practices.
- Sound judgement, high level of integrity, ability to exercise confidentiality, show tact, diplomacy, and discretion in handling information of confidential and/or sensitive nature.
- Excels at creative thinking and problem-solving, with a keen eye for detail.
- Effectively manages multiple tasks simultaneously, while ensuring accuracy, efficiency, and adherence to standards.
- Detail-oriented, adaptable to change and capable of prioritizing.
- Superior organizational skills, strong time management skills and able to manage multiple competing priorities.
- Strong communication and presentation skills, both verbal and written.

**Other Requirements:**

- This position requires significant computer use in an office environment, requiring extended periods of sitting.
- Exposure to frequent interruptions.
- Required to provide a satisfactory current criminal reference check (CPIC) including a Vulnerable Sector Check prior to hire.

Note: Carpenter Hospice does not require mandatory inoculation against influenza, Hep A + B, however we recommend these inoculations and suggest talking to your primary healthcare practitioner about such precautions.

To apply, email your resume and cover letter to [hr@thecarpenterhospice.com](mailto:hr@thecarpenterhospice.com)

At Carpenter Hospice, we are committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community. Should you require accommodation during any phase of the recruitment process, please indicate this in your cover letter.

For any assistance with your application, please contact HR at [hr@thecarpenterhospice.com](mailto:hr@thecarpenterhospice.com).