
CORPORATE MANAGER

RECRUITMENT, COMPENSATION AND BENEFITS

Winchester District Memorial Hospital (WDMH) is a rural teaching hospital with an award-winning reputation for compassionate excellence.

We know that exceptional care involves more than good medicine. We are one team, focused on high quality throughout the organization. Our achievements have been recognized regionally, provincially and nationally.

DUTIES

- Organizes and directs departmental activities and develops budgets for Human Resources (Recruitment, Compensation and Benefits) and the Payroll and Scheduling/Staffing Depts.
- Administer and configure at Superuser level, the Medisolution Human Resource Information software and oversee and configure Medisolution Payroll software programs. Responsible to ensure software updates are tested and implemented when required and implement year end configuration changes as well as wage grids
- Oversee the bi-weekly payroll process by reviewing the payroll audit reports and trouble shoot when necessary
- Administer at Superuser level, the Medisolution Employee Self-Serve (ESS) software module and updates/configuration of the program
- Administer at Superuser level, the KRONOS Workforce Central Scheduling and Timekeeper software modules
- Responsible for the Hospital's automated Emergency Call-back system Rave Mobile Safety
- Onboard new employees, ensure compliance with hiring requirements and process experience claims
- Oversee the Corporate Orientation day for new employees, makes changes to the program and presentation as required. Presents and answers questions regarding the Human Resources/Payroll and Scheduling module of the presentation
- Compose a wide range of various employee correspondence by letter, email etc. Meet with individual employees to address concerns/answer inquiries when required.
- Coordinate employee benefit membership/changes/terminations and transitions
- Oversee employee benefit plan administration and act as point of contact/liason for Benefit provider, participate in benefit contract renewal process and implementation of benefit enhancements. Configure the HRIS system to capture changes in premiums
- Lead Administrator for the Healthcare of Ontario Pension Plan (HOOPP)
- Experience and familiarity with Pay Equity legislation and with the maintenance of existing Pay Equity Agreements and procedures for review as well as implementing changes. Membership in and attend meetings of the Pay Equity Committee
- Work with Employee Health Dept and assist in matters of Attendance Management, HOODIP Administration, Short term disability claims, Long term disability claims, WSIB claims, Return to Work and Modified Work plans and Life Insurance claims as required.
- Administer employee leaves of absence, return to work processes and assist in employee retirement transition
- Ensures compliance with personnel policies and/or applicable collective agreements
- Ensure compliance with annual professional/college Registrations and Certifications are current and up to date on an ongoing basis
- Leadership Team member, demonstrates support and commitment to goals/objectives developed by group and inline with the Hospital's strategic plan objectives

QUALIFICATIONS

- HSPA certification or working towards certification, or Degree in Human Resources as well as substantial experience relevant to the duties of the position
- Five years of advanced Management /Leadership experience and skills in the areas of administration of Payroll, Scheduling and Human Resources for both Unionized and Non-Unionized employee groups, preferably in a hospital or a large health care facility environment.
- High level of experience in the administration of an HRIS and Payroll system – Medisolution software experience is preferred
- High level of experience in the administration of an automated Staffing/Scheduling system – KRONOS Workforce Central software experience is preferred.
- Advanced experience and familiarity with administering and overseeing multiple employee health benefit packages
- Proven experience and familiarity with Pay Equity legislation and maintenance within a healthcare setting
- Experience in working with and interpreting guidelines of various Collective Agreements
- Advanced written and verbal communication skills with proven ability to develop effective job offers, contracts, job descriptions and a wide variety of employee communications
- Proven ability to maintain optimum working relationships with all employee groups, members of the Leadership Team, Senior Management Team, Union representatives and various external contacts

Our Commitment

We are here to care for our patients with compassion - close to home and with our partners.

We pursue excellence in all we do.

We are one team. We value respect, accountability, innovation and learning.

Interested applicants please submit resumes by email indicating their qualifications to hresources@wdmh.on.ca

Winchester District Memorial Hospital welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process

This competition closes June 20, 2020 at 1700 hours.

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