

Employment Opportunity

Advisor, Human Resource Services

St. Joseph's Auxiliary Hospital, Edmonton



Covenant
Health

*Compassionate care led
by Catholic values*

Job Classification

Human Resources Advisor
Full Time Term Position (24 months)
FTE: 1.00

Date Opened: January 13, 2012

Date Closed: February 3, 2012

Salary Range: As per the Out-of -Scope Salary Band

Department: Human Resources

Hours of work: Days (Monday – Friday; 0800 – 1615 hours; 10 shifts/ 2 weeks)

This position supports St. Joseph's Auxiliary Hospital Edmonton as part of the Edmonton Continuing Care HR team. As such, this position will also provide support to the Edmonton General Continuing Care Centre and Youville Home, St. Albert.

Responsibilities:

Reporting to the Manager of Human Resource Services, the Human Resources Advisor is responsible for advising, coaching and supporting management personnel in the administration of human resources related operations by; consulting on labour/employee relations issues, grievance handling, performance management, attendance management, interpreting collective agreements and employment related documentation, classification/compensation, participating in policy setting, overseeing the recruitment/selection process, return to work matters and other related duties.

Qualifications:

Completion of a Baccalaureate Degree in a related discipline or a recognized Human Resources Management Certificate. Minimum of three (3) to (5) years experience in a unionized environment at an Advisor level. CHRP designation preferred. Prior experience in a health care field preferred. The successful applicant will possess excellent interpersonal, verbal and written communication skills as well as demonstrated problem solving and conflict resolution skills.

Who can apply: Open to public

Competition Number: HRA-12-01-01-CR

WHEN APPLYING: Please submit completed application and/or résumé by 2400 hours on the closing date, quoting the Competition Number to:

Human Resources
St. Joseph's Auxiliary Hospital
10707 – 29 Avenue
Edmonton AB, T6J 6W1
FAX: 780.430.9777
E-MAIL: hr@stjosephs.ab.ca

PLEASE NOTE:

Only those candidates selected for an interview will be contacted.

All employees new to Covenant Health must provide a criminal records check.

Covenant Health is committed to an inclusive work environment and encourages all qualified individuals to apply

We thank you in advance for applying with Covenant Health.