



# Corporation of the County of Essex

## Job Description

Position: HR Generalist- EMS/SPH (Draft)  
Department: Human Resources  
Version: 1.0

### Position Synopsis and Purpose

Reporting to the Human Resources Business Partner for Sun Parlor Home Long-Term Care Home and to the Manager of HR and Administration, Essex Windsor EMS, the HR Generalist, the HR Generalist will provide a range of program and operational support support across a broad spectrum of HR functions, to improve compliance, consistency and overall HR service delivery.

### Major Responsibilities

The HR Generalist, among other things, shall:

- Support recruitment and onboarding of long-term care home staff, paramedics and EMS support staff, ensuring timely and effective hiring processes;
- Assist in employee relations and investigations, taking on front-line responsibility for low-to-moderate complexity cases, and supporting the HRBP/Manager of HR on high-risk or sensitive matters;
- Undertake research assignments and aid management in compiling data in support of collective bargaining, arbitrations, and grievance handling;
- Provide proactive support to managers, including coaching, policy interpretation, and employee engagement interventions, attendance management, probationary tracking and performance improvement;
- Prepare a chronological summary of employee files when preparing for steps 2 and 3 grievances, arbitrations and terminations as required;
- Gather information from the Department and the Union regarding step 1 grievances, and collaborate with the department and Union for a resolution;
- Prepare steps 1 and 2 employer grievance response letters for review by HRBP/Manager of HR;
- Monitor mandatory workplace referral programs and provide feedback;
- Facilitate monthly orientation for all new hires and employees returning from leaves;
- Implement and maintain HR tools and templates;
- Monitor and manage qualifications compliance, reducing risk of expired certifications and regulatory breaches;

- Perform other related duties and tasks as assigned.

## **Qualifications**

### **Education (Degree/Diploma/Certification)**

---

- Post-secondary degree/diploma in Business Administration or related field
- CHRP/CHRL designation is preferred

### **Experience**

---

- Minimum of 3 years of recent, relevant experience in Human Resources, preferably as a Generalist, and preferably within a unionized and/or public sector environment

### **Knowledge/Skill/Ability**

---

- Must have advanced knowledge of Windows and Microsoft Office programs, database format programs and other software programs
- Strong organizational skills
- Demonstrated ability to type a minimum of 40 WPM
- Effective written and oral communication skills
- Excellent analytical, problem solving, and decision-making skills
- Strong time-management and organizational skills with a keen sense for accuracy and attention to detail
- Ability to manage sensitive and confidential information and interactions using sound judgement and established policy and procedures
- Knowledge of the Occupational Health and Safety Act requirements
- Capacity and ability to learn new technology and procedures and to participate in training as required, including accessible document remediation
- Proven negotiation skills are a requirement

### **Other Requirements**

---

- Must possess and maintain a valid Class "G" Ontario driver's license and have access to a personal vehicle for work-related purposes (travel within Windsor and/or the County of Essex may be required)
- Must provide a Ministry of Transportation Driver Abstract (Uncertified)
- Must provide a Police Information Check (PIC) document



# Corporation of the County of Essex

## Job Description

### Working Conditions

- Office-based with occasional travel to other locations for events or meetings

### Organizational Relationships

1. Chief Administrative Officer
2. Director, Human Resources
3. HR Business Partner (SPH) and Manager of HR and Administration- EMS
4. **HR Generalist**
5. HR Assistant

### Position Classification

Classification Field	Classification Information
Position Title	HR Assistant
Department	Human Resources
Division	Human Resources
Classification	Non-Union
Salary Band	Band 5
Hours Per Week	40
Work Location	Administration Building/ Sun Parlor Home
Reports To (Direct)	HR Business Partner (SPH) and Manager of HR and Administration- EMS
Supervised By (Indirectly)	Director, Human Resources
Supervisor of	Human Resources Assistant
Date of Initial Approval	2025-10-15
Revision Date and Reason	New Position

**Approval and Signatures**

1. Human Resources Signature: \_\_\_\_\_

2. Supervisor Signature: \_\_\_\_\_

3. Department Head Signature: \_\_\_\_\_

**Revision History**

<b>Version</b>	<b>Date</b>	<b>Revised by</b>	<b>Approved by</b>	<b>Change Summary</b>
1.0	2025-10-15	HR	Department	- Position Creation