



Links2Care is looking for a **People and Culture Advisor** located out of our **Oakville** location reporting to Director People and Culture.

People and Culture Advisor

Working under the direction and in collaboration with the Director People and Culture to ensure that all Links2Care human resources transactional needs are met.

Workforce Planning and Employment

- Recruitment and retention planning and development of strategies to ensure that adequate levels of staff are available for all programs
- Recruitment of Point of Care staff for In Home Service Programs
- Conducting Open Houses as needed
- Back up for the People and Culture Specialist as needed, e.g. orientation

Risk Management

- Maintain the strictest level of confidentiality of all pertinent agency documentation/information
- Contributes to the development of the L2C Risk Plan
- Collects and maintains employee records, files and other administrative forms and materials in accordance to Links2Care Confidentiality/Privacy policies and PHIPA and PIPEDA legislation
- First point of contact for privacy issues that may include breaches, enquiries and concerns and stewards these toward resolution with guidance from the Links2Care Privacy Officer

Health and Safety

- In collaboration with the Director, People and Culture coordinate the Links2Care Health & Safety program, participating as the Worker Representative Co-Chair of the Joint Health and Safety Committee (JHSC)
- Assists JHSC representatives with their duties and responsibilities
- Coordinates fire drills with the Manager, Corporate Services.
- Maintains statistical information pertaining to Health and Safety produces reports and provides analyses as needed
- Compiles summaries of monthly workplace inspections and quarterly H&S information

People, Culture and Organizational Development

- Performing work in a proficient and confidential manner and representing Links2Care in a positive way
- Inspiring other members of the Links2Care Team and behaving in a way that demonstrates professionalism and a culture of caring
- Establishing a trusting relationship supporting the Director of People and Culture and informing them immediately of situations out of the ordinary or those that present a risk to the organization
- Supports and, as appropriate, assists with the coordination of special events, fundraisers and outreach activities that promote Links2Care programs and services
- Act as back up for the Director, People and Culture Director and People and Culture Specialist

Requirements

- Completion of CHRP designation
- College Diploma or Degree
- Minimum of three years' generalist experience with strong Health and Safety background
- Proven track record in working in a professional and confidential manner
- Ability to work calmly under pressure and manage and prioritize work
- Open and positive demeanor and excellent communication skills
- Exceptional computer skills and experience working in databases

How to Apply

Interested applicants should forward their resume including a cover letter to:

Via Email: jobs@links2care.ca

Links2Care reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, or disability in accordance with Links2Care policy and applicable federal and provincial law.

Links2Care is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). Should any applicant require accommodation through the application, interview or selection processes, please contact our Human Resources Department at 905-844-0252 ext. 112.

We thank all applicants in advance for their interest, however, only those candidates selected for interview will be contacted.

For more information about the programs and services offered by Links2Care, please visit our website at www.links2care.ca.