

JOB POSTING

File #: Non-Un
#10-018

Employee Group: Non-Union

Work Location: Mental
Health
Services

Vacant Position: Benefits
Specialist

Wage: Non-Union
Band 4

Status: Full-time

Posting Period: July 26th,
2010 –
August 1st,
2010

Please direct inquiries to:
Barb McCulloch, Recruitment & Staffing
Consultant, (613) 548-7222 x 2037

Apply in writing quoting file
#Non-Un 10-018 in subject line to:
work@providencecare.ca
or send fax to: (613) 544-6036

All applicants are required to include an
up-to-date resume outlining how their
qualifications match position
requirements.

Job Summary:

The role of the Benefits Specialist is to coordinate, manage and facilitate the pension and extended health/dental, group life and sick leave benefits administration processes and to maintain all hard copy personnel records for all employees at St. Mary's of the Lake Hospital and Mental Health Services. The Benefits Specialist will promote the Providence Care Mission, Vision and Values by providing all support and service in a timely, high quality, and client-focused manner.

Qualifications:

- Three years post-secondary degree or diploma in Human Resources or Benefits certification; an equivalent combination of relevant education and recent related work experience may be considered
- CHRP preferred
- Minimum two years recent work experience in performing similar benefits administration role in a unionized environment, required
- Related work experience working with multiple employee groups, each with unique pension and benefit provisions, preferred
- Related work experience in a health care setting, preferred
- Demonstrated knowledge and understanding of the relevant provisions of a Collective Agreement, Employment Standards Act, Ontario Pension Benefits Act, Human Rights Code and Labour Relations Act
- Demonstrated ability to effectively organize a high volume of work and ensure compliance and completion of required processes and paperwork in a timely fashion
- Demonstrated accuracy and attention to detail in completing work processes and documentation
- Demonstrated decision making skills and ability to problem solve issues that may arise in the benefits specialist role
- Proven ability to critically assess effectiveness of work process and tools and bring forward creative and innovative recommendations for opportunities for improvement
- Demonstrated ability to use technology to improve work efficiencies
- Intermediate skills in Microsoft Office of products including Outlook, Word, Excel
- Demonstrated proficiency working with a HRIS required
- Basic skills using Crystal Report Writer or similar query software application, preferred

Working Conditions:

- Extended periods of time viewing computer monitor and performing keyboarding
- Extended periods of time sitting at a desk
- Short travel periods commuting between Providence Care locations

For a complete list of duties and qualifications, please request a job description from Recruitment & Staffing.