

**Internal  / External   
26-07**

**Position: HUMAN RESOURCES      Number of Positions: 1  
GENERALIST**

<b>Classification:</b>	PART-TIME	NON-UNION	<b>FTE:</b>	0.8 = 28 HOURS PER WEEK
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**Existing Vacancy**     YES    NO

<b>Department:</b>	CORPORATE SERVICES	<b>Program:</b>	HUMAN RESOURCES & PAYROLL
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<b>Location:</b>	BARRIE	<b>Anticipated Date of Hire:</b>	APRIL 7, 2026
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<b>Salary Range:</b>	\$47.01 – \$52.62 HOURLY	<b>Posting Date:</b>	FEBRUARY 25, 2026
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<b>Criminal Record Check:</b>	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>Vulnerable Sector Screening:</b>	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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**Purpose of Position:**

Are you a dynamic, results oriented individual looking to join an organization committed to service delivery excellence? Then we would like to hear from you.

The Simcoe Muskoka District Health Unit (SMDHU) is a public health agency providing services to approximately 500,000 residents in Simcoe Muskoka. Located approximately one hour north of Toronto, in Central Ontario, the region offers beautiful beaches and excellent recreational activities, including hiking and cycling trails, golfing and camping. In addition, we offer an accredited health unit with a reputation as an innovative and dynamic agency committed to professional development.

SMDHU employs approximately 400 staff, of which 1/3 are unionized with Ontario Nurses' Association (ONA).

Reporting to the Human Resources (HR) Manager, the HR Generalist provides expertise, support and consultation in all areas of human resources management including but not limited to: Recruitment, Orientation and On-Boarding, Human Resources Information System (HRIS), Performance Management, Compensation and Benefits Administration, Human Resources Policy and Procedure Administration, Collective Agreement Administration, Employee and Labour Relations Support, WSIB and Sick Leave Administration, including Return to Work Planning and Coordination, Management training on HR practices and legislation, HR Strategy Initiatives, Employee Wellness, Reward and Recognition, Health and Safety, Attendance Management, Retirement Planning and OMERS Pension Plan Administration, Job Evaluation Support, and general Human Resources Consultation.

For further details refer to the [Human Resources Generalist position description](#).

**Responsibilities:**

- Lead HR specific assigned area program planning, development, implementation and evaluation based on HR Strategy, staff input, interdisciplinary & interest holder consultation, as well as current HR research;

- Provide HR expertise, support and consultation to Vice Presidents, Managers, Supervisors and staff, in the interpretation and application/implementation of Agency HR Policies & Procedures, ONA Collective Agreement and employment legislation;
- Provides and/or recommends appropriate tools, techniques, systems, practices, policies;
- Provide general HR support;
- Contribute to Agency management, promotion & development; and,
- Contribute to team and agency effectiveness.

**Specific knowledge, skills, abilities:**

- Demonstrated skills and experience in managing and administering HR-specific programs;
- Demonstrated interpersonal communications skills including coaching, counseling, and the ability to collaborate and negotiate with internal and external contacts;
- Demonstrated oral communications skills;
- Demonstrated knowledge of current HR legislation, Employment Standards Act, Labour Relations Act, Pay Equity legislation, Canada Pension Plan, Employment Insurance, HR Policy and Procedures, Collective Agreement administration;
- Demonstrated written communication skills including attention to detail and accuracy of information to draft policies and procedures and to communicate effectively via email and correspondence;
- Demonstrated knowledge and experience to apply fair and equitable judgment in key areas of responsibilities;
- Demonstrated skills and ability to handle multiple tasks, prioritize work and meet deadlines;
- Demonstrated organizational and time management skills;
- Demonstrated understanding of business processes and change management;
- Intermediate skills in Microsoft Word, Excel, PowerPoint, and Outlook;
- Demonstrated knowledge of HR-related software; and,
- Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district.

**Education:**

- Graduate of post-secondary education (3 years) degree or diploma from a recognized Canadian University or College and a Certified Human Resources Leader professional designation (CHRL) from the Human Resources Professionals Association (Ontario).

**Related Experience:**

- 5-7 years' relevant Human Resources Generalist experience.

**Preference will be given to candidates with the following qualifications which are considered assets in this competition:**

- Recent and relevant experience working in the public sector, and
- Recent and relevant experience in OMERS administration.

**Deadline: 4:00 pm, TUESDAY, MARCH 10, 2026**

For further details: refer to the [Human Resources Generalist position description](#).

Applicants interested in applying for this position, please forward your completed application to Human Resources at [hr@smdhu.org](mailto:hr@smdhu.org) referencing posting #26-07 in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter including specific examples in detail of how you meet the minimum requirements and qualifications of this position.

The cover letter is to clearly identify:

- How your education meets the educational requirements listed.
- Specific examples of how your experience meets the experience requirements listed.
- Specific examples of how your experience meets each of the minimum requirements of the job listed.
- Specific examples of how your education and/or experience meet each of the preferred assets listed in this competition.

Applicants who fail to satisfactorily provide all of the detailed information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered as you would have missed the application deadline.

**If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.**

*The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.*