



Human Resources Coordinator – Health & Safety
Temporary Full-time Contract, ending March 19, 2027
35 Hours / Week
Location – Town of Parry Sound

Employment with the District of Parry Sound Social Services Administration Board offers an opportunity to make a positive contribution to our community. Providing caring human services, we are a forward-thinking organization focused on continuous improvement, employee growth and development, and providing exceptional service. We are dedicated to upholding a respectful and inclusive workplace with PSDSSAB values, supporting our employees, and offering generous compensation. We also encourage ongoing professional development and a healthy work-life balance.

Located on Hwy 400, approximately two hours north of Toronto, Parry Sound is situated on the shores of Georgian Bay in the UNESCO-designated Georgian Bay Biosphere Reserve. Parry Sound is a vibrant and dynamic community to live, work, and play.

Overview of the Opportunity

For the duration of the **temporary contract**, the **Human Resources Coordinator**, under the direction of the Director of Human Resources, will administer all Health and Safety programs, including disability management, to ensure compliance with the Occupational Health and Safety Act and other applicable legislation. The Human Resources Coordinator will ensure human resources service delivery aligns with the organization's strategic plan and complies with all relevant employment legislation.

Required Qualifications Include

- Post-secondary diploma in Human Resources Management, Disability Management, or a Certified Registered Safety Professional (CRSP) or certified Health & Safety Consultant (CHSC). An equivalent combination of education, training, and experience will be considered.
- Health and Safety Certification required.
- Minimum 2 years of Health and Safety, Human Resources (HR), or related experience.
- Comprehensive knowledge of the Occupational Health and Safety Act, WSIB Act, the Labour Relations Act, and all Employment legislation.
- Skilled in the area of investigation and research.
- Exceptional interpersonal skills, highly motivated, and excellent organizational skills.
- Advanced computer skills with demonstrated proficiency in the use of Microsoft Office 365 programs (Word, Excel, PowerPoint, Teams), SharePoint, Adobe Acrobat, and computerized HRIS System(s).
- Ability to travel across the district as required.
- **Please note:** Formal proficiency testing may be completed to evaluate proficiency level in Microsoft Word.

Principal Responsibilities Include

- Develop, implement, and maintain all Health and Safety policies, programs, and procedures.

- Oversee and coordinate the Joint Health & Safety Committee to ensure compliance with all Occupational Health and Safety legislation. Attend all Joint Health and Safety Committee meetings to provide direction, information, and guidance to the committee.
- Ensure all DSSAB employees and contractors working on DSSAB property are working in compliance with the Occupational Health and Safety Act. Report and implement the process for corrective action regarding violations.
- Provides consultative services to program Supervisors regarding Health and Safety issues in their respective areas, and notifies them of violations of safety regulations and codes.
- Conduct field Health and Safety audits on program sites.
- Monitor, investigate, and maintain records for all workplace accidents and incidents involving DSSAB employees. Complete and submit all WSIB claims. Follow up as required.
- Primarily responsible for coordinating with CBI Health for medical leaves, accommodations, and return to work.
- Track employee attendance related to sick time, including entering time off into the HRIS, maintaining and updating entitlement trackers, and managing the attendance email. Communicate with employees regarding their entitlements and any related inquiries.
- Represent the organization in communications with WSIB for all disability management, sick leaves, and return to work scenarios, including WSIB claim submissions.

A full copy of the job description, including full qualifications and responsibilities, is available upon request from jobs@psdssab.org

- Remote work is not available for this position.

We are proud to offer the following to our contract employees

OMERS Pension with 100% matching contributions, generous paid sick time, Employee Assistance Program, and professional development.

Starting Wage

\$42.46 / hour, plus 4% vacation pay.

Classification

Non Union – Salary Grade B

Status – Temporary Full-time Contract

This is not a vacancy

Please submit a cover letter & resume referencing job ID 26N-01 by February 3, 2026

Attn: Danielle Villeneuve, CHRP, Director of Human Resources, Email: jobs@psdssab.org

1 Beechwood Drive, Parry Sound, ON P2A 1J2

To view other employment opportunities, visit www.psdssab.org/employment

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56, and will only be used to determine employment eligibility. Questions about the collection of information may be directed to the Privacy Officer at 705-746-7777 Ext. 5264.

The DSSAB welcomes and encourages candidates from First Nations, Métis, and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. The DSSAB is committed to an inclusive and barrier-free recruitment process and work environment. In accordance with the AODA, if you require accommodations, please contact the HR department. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.