



Weeneebayko Area Health Authority
19 Hospital Drive
P.O. Box 664
Moose Factory, ON
P0L 1W0
Canada

T: 705-658-4544
W: www.waha.ca

EMPLOYMENT OPPORTUNITY:

Position: Total Rewards Associate
Site: Weeneebayko Area Health Authority
Division: People, Performance, and Clinical Support
Reports to: Manager of People and Learning Services
Status: Permanent Full-time

The **Weeneebayko Area Health Authority (WAHA)** is seeking an experienced candidate to fill the key role of **Total Rewards Associate**.

The Organization

Weeneebayko Area Health Authority (WAHA) is the leading health care provider on the western James Bay coast. WAHA comprises of hospitals in Moose Factory, Fort Albany, and Attawapiskat, with a Health Centre in Moosonee. WAHA also provides regional outpatient programs, as well as Paramedicine services in Moose Factory, Moosonee, Fort Albany, Kashechewan, Attawapiskat, and Peawanuck. The span of services, complexity of care needs in the region, and the depth of health integration has made WAHA a leader and a model of health care services in Northern Ontario. WAHA consists of 450 employees, a Physician team, many students, as well as community stakeholders. It is affiliated with Queens University and offers many educational opportunities for current and prospective team members.

Position Profile Requirements

- Strong work ethic
- Positive team attitude

Key Responsibilities

- Effective and efficient processing of payroll for the entire organization
- Benefits and rewards planning and administration
- Maintenance of logs and statistics to ensure personnel data quality and integrity
- Provide customer and client services to the entire WAHA team concerning your respective portfolio
- Manage the employee leaves of absences processes, such as parental, long-term sick leave, and other related leave and entitlement processes
- Participate in organizational initiatives, such as the move towards online scheduling systems and payroll processes digitalization
- Ensure effective team participation and provide coverage during other team member absences
- Perform other departmental duties as required

Qualifications and Experience

- Diploma in Accounting, Business Administration, or a related field is required
- Degree in Commerce, Accounting, Business Administration, or a related field is preferred
- Designation as a Certified Payroll Practitioner/Manager with the Canadian Payroll Association or a willingness to obtain
- Three to five years of work experience in compensation and benefits
- Knowledge of relevant legislation, best practice, and processes related to compensation and benefits
- Experience working in benefit plan administration
- Experience working in a unionized setting is considered an asset

Knowledge, Skills, Abilities

- Knowledge of relevant legislation, best practice, and processes related to compensation and benefits
- Excellent communication skills
- Ability to prioritize workload and adjust to emergency situations accordingly
- Demonstrated proficiency in computer programs with experience in computerized payroll systems and applications
- Effective attention to detail and a high degree of accuracy
- Excellent numeracy skills
- Strong problem identification and problem resolution skills
- Sound analytical thinking, planning, prioritization, and execution skills
- Ability to respond appropriately in pressure situations with a calm and steady demeanor
- Strong interpersonal skills and a strong understanding of customer relations
- Must be able to handle confidential information in an ethical and professional manner

How to apply:

The successful candidate must provide a valid **Criminal Record Check** within a specified time frame

Please apply in writing, providing three recent work references, quoting **Competition #2021-192** to:

**Human Resources
Weeneebayko Area Health Authority
P.O. Box 664
Moose Factory, ON P0L 1W0**

- Resumes can be emailed to jobs@waha.ca or faxed to 705-658-4917
- For more information contact the Human Resources team by email above
- Only those selected for an interview will be contacted
- Internal applicants who meet the qualification and experience requirements and are in good standing with the organization's attendance management policy are strongly encouraged to apply
- All new employees joining Weeneebayko Area Health Authority will be expected to submit proof of COVID-19 vaccination as a condition of employment. It is mandatory that all HCWs receive the COVID-19 vaccine unless the vaccine is medically contraindicated as defined by the Ontario Ministry of Health. Proof of medical exemption is required to be submitted to the Employee Health, Wellness, and Safety Department.

Weeneebayko Area Health Authority is an inclusive employer. Accommodations are available in accordance with the Ontario Human Rights code and Accessibility of Ontarians with Disabilities Act, 2005.