

November 20, 2018

EMPLOYMENT OPPORTUNITY

Payroll & Benefits Coordinator

Donwood Manor is a non-profit, faith-based organization dedicated to quality healthcare and housing for seniors. We are seeking a compassionate, energetic, innovative professional to join our organization, providing a rewarding and challenging opportunity. Full time permanent position, 7.50 hours per day/1950 hours per year, Monday to Friday.

POSITION SUMMARY

Reporting to the Director of Finance and Administration, the Payroll & Benefits Coordinator assumes responsibility for supporting the hiring process as well as payroll and employee benefit functions across the Donwood entities including:

- Donwood Manor Personal Care Home
- Donwood Manor Elderly Persons Housing
- Donwood South
- Donwood West
- Valhalla Cove
- Donwood Management

This position requires competencies in the clerical tasks associated with employee hiring, onboarding, benefits management and payroll system coordination. The Payroll & Benefits Coordinator performs these functions in accordance with the mission, vision and values of Donwood Manor Personal Care Home.

QUALIFICATIONS

- ❖ Payroll processing and coordination experience – Payworks knowledge an asset
- ❖ Benefits enrollment and coordination experience – HEB, Blue Cross
- ❖ Proficient use of computers including word processing skills and MS Office applications
- ❖ Excellent interpersonal, communication and organizational skills required
- ❖ Results oriented, proven track record in problem solving and critical thinking
- ❖ A courteous, tactful, patient, calm and flexible working style
- ❖ Strong organizational and problem-solving skills with the ability to make quick decisions
- ❖ The ability to work under pressure with strict deadlines
- ❖ Demonstrated ability to build trusting relationships
- ❖ Ability to write, read and speak in the English language
- ❖ Discreet and confidential in staff matters and business matters pertaining to management
- ❖ Ability to function within an interdisciplinary environment that supports quality services

SCOPE OF RESPONSIBILITY

Person-Centered Work Practices:

In all activities, the Payroll & Benefits Coordinator ensures that interactions are framed by Donwood's mission of caring for seniors with respect, dignity and Christian values.

Human Resources

- ❖ Responsible for:
 - Position postings, hiring - including interviews, reference checks, and scheduling of staff orientation
 - Preparation of ROEs on employee termination, retirement, resignation
 - Maintenance of employee files in accordance with employment standards and Manitoba Health Standards for Personal Care Homes
 - Completion of reports for Managers/Directors including sick time %, WCB tracking
 - Completion of bi-weekly employee benefit reports for agencies and remittances to Accounting Clerk for processing

Scheduling/Vacation Planning

- ❖ Support Managers and/or Directors in the management of vacation planning in accordance with Donwood Manor policies

Training & Development

- ❖ Contributes to the development and coordination of training courses
- ❖ Maintains education bulletin board
- ❖ Participates in development and execution of orientation programs and procedures for new hires
- ❖ Researches and provides suggestions for supplemental learning for management staff
- ❖ Facilitates workshops and employee information sessions (e.g. Respectful workplace, Attendance Support)

Payroll Coordination

- ❖ Act as the ongoing site Coordinator providing oversight to the payroll function to ensure timely and accurate submission of payroll records for processing
- ❖ Maintain current records on all employees re: personal contact information, vacation entitlements, sick benefits, salary, leaves of absence, seniority etc.

WCB, Disabilities and Benefits Coordination

- ❖ Act as site contact for HEB
- ❖ Act as site contact for Blue Cross
- ❖ Act as site contact for WCB
 - Submit 'injured worker' reports using WCB online portal
 - Provide support to Managers and/or Directors in the coordination of return to work programs
- ❖ Enroll approved employees in benefits

Other:

This is an out-of-scope position that functions within a multi-site organization committed to caring for seniors across the continuum of housing and health services. All duties must be performed in accordance with the established health and safety regulations/guidelines, policies and procedures. The work location is at Donwood Manor Personal Care Home. Schedule of work may require flexibility including evenings and weekend hours. Workload demands may also require flexibility to meet fixed deadlines. Other duties as assigned.

**Applications should be sent to: e-mail = payroll@donwoodmanor.org
Or in writing to reception at 171 Donwood Drive; Or faxed to 204-663-5429.**

Deadline is 9:00 a.m. Friday, December 7, 2018.