



Freedom to Belong and Discover

Please send application to recruit@hpl.ca by 11:59 p.m. on January 30, 2026 .
Please quote job title, department or location, and position number.

JOB TITLE:	Coordinator, Human Resources (Occupational Health and Safety and Disability Management)
PAY BAND:	Grade 5 (Non Union, Professional Exempt) – \$51.082 to \$63.854, hourly
POSITION STATUS:	Temporary, Full Time (up to 18 months)
VACANCY STATUS:	Temporary Vacancy
POSITION #:	8701
LOCATION:	Central Library Branch with Travel to Library Branches as Required
START DATE:	February 2026
SCHEDULE:	35 hours per week; evenings and weekends as required;

JOB SUMMARY:

Hamilton Public Library is seeking an innovative, self-directed, and results-oriented Human Resources professional who demonstrates a strategic and collaborative style in the coordination various functions within the Human Resources Department with a major focus on Health, Safety and Wellness, Attendance Management, and Disability Management. Reporting to the Director, Human Resources and Information Services, you will promote, facilitate and coach (employees & managers) using best Human Resources practices with all stakeholders.

JOB DUTIES SUMMARY:

- Act as an expert resource in Occupational Health and Safety (OHS) and Disability Management.
- Assists with developing, implementing, and maintaining organizational health,

safety and wellness programs under the direction of the Director, Human Resources and Information Services.

- Provides senior leadership, management, workers, Joint Health and Safety Committees with current and accurate advice.
- Conducts workplace inspections and health and safety audits, monitors compliance with legislative and organizational health and safety requirements.
- Encourages and promotes a high level of health and safety awareness in the organization.
- Provides disability and WSIB case management services from an abilities management perspective.
- Manages cases, assists employees in return to work or remain at work by facilitating the employee's efforts to receive optimum medical and rehabilitative management.
- Manages claims, collects appropriate and relevant medical documentation, determines benefits eligibility. Seeks clarification of an employee's medical status and liaises between outside agencies and employees requiring specialized assessments and interventions.
- Develops, in cooperation with healthcare professionals, individualized return to work plans which may include work modification, work hardening, tool/equipment adaptation, graduated return to work programs, counselling and job coaching.
- Implements appropriate work accommodations, temporary or permanent, as provided for in the Work Accommodation Policy. Develops follow-up plans to monitor employee progress.
- Provide education related support and training to HPL management on OHS and disability management related matters.
- Assists in the administration of the performance management program, including supporting updates to document policies, procedures and templates, contributes to organizational communications and training in collaboration with the Training and Development team, responds to inquiries from management and employees about the program, and applies a disability management lens when performance concerns intersect with medical or accommodation considerations.
- Perform other responsibilities as assigned which are directly related to the normal functions of this position with minimal supervision and direction.

MINIMUM QUALIFICATIONS:

Educational Requirements:

- Bachelor's degree in a related field or equivalent combination of education and experience as determined by the Employer
- 2-3 years' experience in health and safety and disability management required
- CHRP/CHRL and/or other OHS designation is preferred

Experience:

- Technical knowledge of applicable employment and health and safety legislation, including but not limited to the Ontario *Occupational Health and Safety Act* (OHSA), *Workplace Safety and Insurance Act* (WSIA), *Employment Standards Act* (ESA), Ontario *Human Rights Code* (OHRC), *Accessibility for Ontarians with Disabilities Act* (AODA), and related regulations, standards, and guidelines.
- Demonstrated knowledge and experience in disability claims management (STD, LTD and WSIB) leading to early, safe returns to work.
- Demonstrated experience handling employment-related matters in a unionized workplace, including interpreting and applying the collective agreement
- Technical knowledge of hazardous materials and regulations and ability to assess hazards, conduct workplace assessments and develop resolutions is required
- Previous experience working in a public library setting or GLAM sector (Galleries, Libraries, Archives and Museums) is an asset
- Experience with and/or knowledge of Human Resources Information Systems (HRIS) and other workforce management technologies. Experience with Peoplesoft and Parklane is an asset.
- Advanced capability in Microsoft office applications, including Word, Excel, Outlook, PowerPoint, and Teams.
- Self-starting, results-oriented individual with superior organizational skills. Self-directed, well organized, innovative, flexible, and collaborative; an open communicator who inspires trust and seeks and sparks creative contributions from others.
- Excellent leadership and management skills. The ability to challenge, lead and inspire others to excel.
- Excellent written, verbal and presentation skills.
- Excellent interpersonal, communication and conflict resolution skills.

Physical Requirements:

Physical ability and stamina to operate relevant equipment, to retrieve materials and to perform tasks involving the lifting and movement of library materials and equipment.

Legislative Requirements:

Works in accordance with all applicable Occupational Health and Safety, Employment Standards, Human Rights, Labour Relations and Pay Equity legislation and all other relevant legislation.

PERFORMANCE COMPETENCIES

Demonstrates excellent written, verbal and presentation skills through effective use of communication tools, in responding to challenging circumstances, and in serving as a liaison between library management and their teams *[COMMUNICATION]*

Models service excellence, establishes service objectives, identifies and responds to diverse community needs and provides value to library members *[CUSTOMER SERVICE]*

Makes informed decisions while considering their effects, acts appropriately in challenging circumstances, and balances demands *[JUDGEMENT]*

Demonstrates continuous learning by remaining current with policies and procedures, relevant legislation, trends, best practices, new technologies and professional knowledge to champion innovation and cultivate expertise *[KNOWLEDGE]*

Demonstrates leadership by motivating staff to succeed and grow in their roles through effective supervision, coaching, conflict resolution and performance management while also complying with policies, best practices, legislation and the Collective Agreement *[LEADERSHIP]*

Participates in workplan development, establishes priorities, is accountable for their goals and assesses the results of their work *[RESULTS ORIENTATION]*

Identifies opportunities for improvement, proposes solutions and manages resources effectively through project planning and implementation *[PROJECT MANAGEMENT]*

Demonstrates responsibility for workplace health and safety by promoting a culture of wellness, complying with legislative requirements and supervising/ensuring safe work practices in their workplace *[RESPECTFUL AND SUPPORTIVE WORKPLACE]*

Promotes and advances the library's mission, vision, values and strategic plan through their objectives, professional conduct and contributions to interdepartmental teams (committees, working groups, etc) *[ORGANIZATION DEVELOPMENT]*

Initiates, implements and adapts to organizational changes and helps others successfully manage change *[MANAGING AND LEADING CHANGE]*

Demonstrates an analytical and fiscally responsible approach to budget management, adheres to financial policies, and implements sustainable practices while maintaining service excellence *[FINANCIAL MANAGEMENT]*

Organizational Requirements:

Adheres to policy and legislation identified in the Hamilton Public Library Policy and Procedures Manuals.

HPL employees and users of HPL cloud-based applications are required to use Multi-Factor Authentication (MFA) as an essential measure to enhance the protection of HPL's technology assets. MFA augments technological security by requiring two steps for full authentication. Employees who do not have a Library-provided cellphone are expected to use their personal cellphone or internet connected device to satisfy the MFA requirement consistent with HPL policies and procedures.

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof. Please note that Artificial Intelligence (AI) may be used during the initial screening and recruitment process to assess and/or select candidates for recruitment and selection.

Internal Applicants who are successful for a position will have a maximum of 72 hours to accept or decline an offer, barring unforeseen circumstances to be evaluated on a case-by-case basis, from the date of offer (excluding Sunday and Statutory Holidays).

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation by contacting us at hr@hpl.ca