

Human Resources and Infrastructure Department

Board of Health Orientation

March 2023

Bruce Parker, Vice President



simcoe
muskoka
DISTRICT HEALTH UNIT

Welcome

You are now part of a truly unique organization

It is our privilege to have you join us at SMDHU

You will find SMDHU to be a pleasant, supportive, compassionate and friendly work environment.

We foster a positive work experience where our employees are encouraged to practice a true work life balance

Employer Awards

Excellence Award to SMDHU by the Registered Practical Nurses' Association of Ontario (RPNAO)

RPNAO determined SMDHU is committed to service delivery excellence where our employees are indeed treated fairly; with dignity and respect; and provided with a positive work environment whereby they are able to be engaged, freely exchange ideas, communicate openly, allowed to be innovative and encouraged to truly practice a work life balance.

SMDHU was also awarded the Georgian College Community Partner Award of Distinction

Mission Vision and Values

Vision for the Simcoe Muskoka District Health Unit

- Healthy People. Healthy Places.

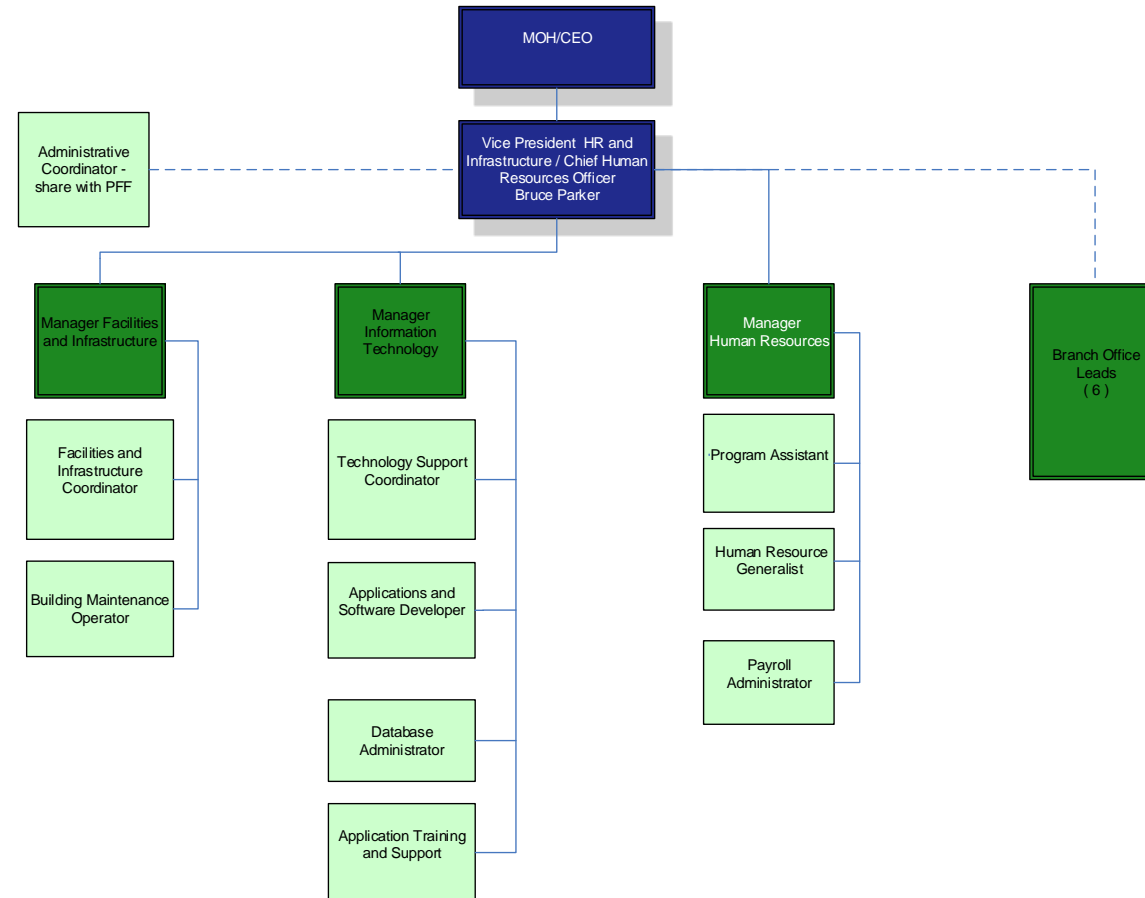
Mission Statement

- With our communities, we prevent disease and injury, and promote and protect health for all in Simcoe Muskoka

We Value:

- **Respect** We believe that respect for all people is embedded within our relationships with each other, and is reflected in our work.
- **Collaboration** We believe that by working with others we can achieve the best health outcomes for all.
- **Accountability** We believe in being transparent and responsible to the public and our stakeholders by using ethical and sustainable organizational practices.
- **Equity** We believe that all people are entitled to achieve their full health potential.
- **Excellence** We believe in providing the highest quality programs and services to achieve our vision.
- **Positive Workplace** We believe in a work environment where our employees are valued, communicate openly, and have work-life balance.

Human Resources, Information Technology and Infrastructure



Human Resources



Human Resources activities : 66% staff Non-Union; 33% Nurses ONA

Position Description Maintenance and Coordination

Job Evaluation which determines pay grades

Employee Compensation Administration

Employee Benefits and Pension Administration

Employment Files Responsibilities

Recruitment, Selection, Ads, Job Posting Coordination

Employee Policy Maintenance and Administration

ONA Collective Bargaining for 2023

Collective Agreement Administration Consultation

Non Union Collaboration with Employee's HR Council

Health and Safety Administration

Human Resources Activities

Employee Open Door Advisement and Consultation

Employee Orientation Coordination

New Manager Orientation Program

EAP Administration

Performance Evaluation Reviews Administration

Absenteeism Support and Coordination of Programs

LTD/Sick Leave Administration and RTW

Labour Relations

Training Coordination

Required Certifications Administration

Performance Management Support

Employee Recognition: Long Service

WSIB (Worker's Compensation) Coordination

Human Resources Activities

WSIB Return to Work Coordination

Pay Equity Maintenance and Administration:

Human Rights Administration

Employee Wellness Lead

Employee Satisfaction Consultation Initiatives

Annual Staff Education Day

Exit Interview Coordination

HR Staff Planning to determine future needs and plans

Info HR: Human Resources Information Data Base System

Employee Retirement Assistance and Coordination

Payroll

Implementing the approved HR Strategy initiatives

Pre COVID-Staffing 2018: 367 Employees

31-Dec-2020	392
30-Mar-2021	546
30-Jun-2021	628
30-Sep-2021	425
31-Dec-2021	460
30-Mar-2022	462
30-Sep-2022	429
14-Nov-2022	434
6-Jan-2023	424

Facilities and Infrastructure

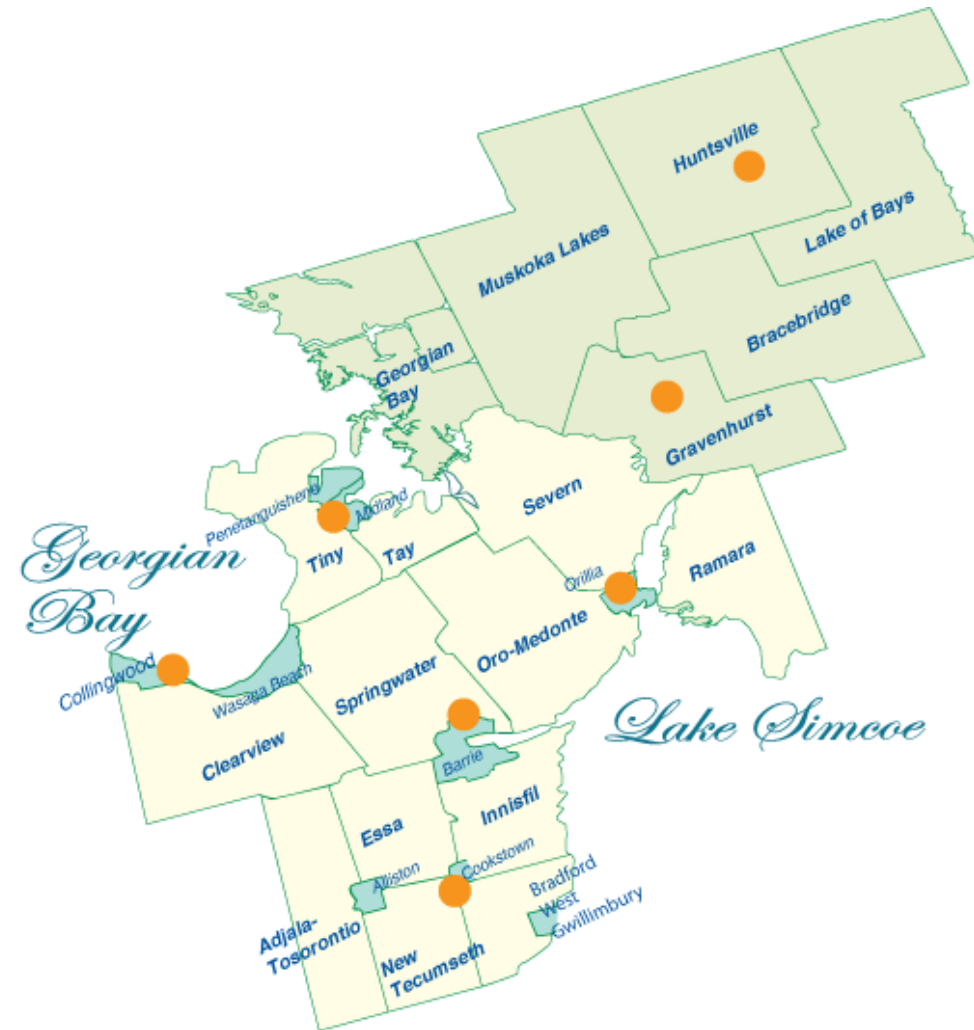


OFFICE OPERATIONS

The Health Unit has 8 locations:

Corporate functions based primarily out of the Barrie Office with Program Assistants in each of the branch offices

Seven branch offices :Downtown Barrie (80 Bradford) Collingwood, Cookstown, Huntsville, Midland, Gravenhurst and Orillia



BARRIE

15 Sperling Drive



BARRIE DOWNTOWN CLINIC 80 Bradford Street



GRAVENHURST

2 - 5 Pineridge Gate



COLLINGWOOD

280 Pretty River Parkway



COOKSTOWN

2-25 King Street South



MIDLAND
B - 865 Hugel Avenue



HUNTSVILLE 34 Chaffey St



ORILLIA COMMON ROOF
120-169 Front
Street South



FACILITIES

The day-to-day operations and maintenance of our office buildings

Acquisition and maintenance of all leased offices and equipment/furniture

Janitorial services & security in all leased offices

INFRASTRUCTURE AND RENEWAL

“Work anywhere anytime” to best meet client needs

- The changes to our buildings as offices are relocated or renovated.
- Formal WFH Program across SMDHU: social distance
- Innovative Office concepts facilitate our work anywhere anytime by:
- Touch downs from home at beginning and end of day
- Hoteling/Unassigned desks requiring booking
- Desk sharing
- Temporary touch downs in offices

INFRASTRUCTURE AND RENEWAL

Our Focus

Increasing standardization across the Health Unit

Coordinate all renovations and builds

Improving quality of work and work life balance

Ensuring the safety of our staff

Greening and decreasing our carbon footprint

Accessibility, AODA Compliance

Information Technology



INFORMATION TECHNOLOGY AND TELECOM

Both **Develops** and **Supports** the use of technology to better manage our information and enhance our program delivery by:

Effective, efficient and secure voice and data communications

- Designing and maintenance of e-mail, phones
- Implementing new technology standards
- Researching and supporting new technologies for us to use
- Telecom coordination of cell phones/I pads

Supporting staff in accessing, managing and using information

- Intranet/Intranet
- Database development

Supporting 24/7 access

- Website
- Mobile information systems – cell, tablets, I Phones
- Help Desk Ticket coordination and
- Training and trouble shooting

OUR CULTURE

Is based on both the **Trust** we have in our staff in carrying out their day-to-day assignments in a professional manner and our

Respect for our staff as our representatives.

So as we tell our new staff: have fun, smile and enjoy your time with us.

Always remember...
(as we tell all our new staff)

Find a job you love and it will feel like you never worked a day in your life!

We hope our staff have found that with us.

Thank You

and

Welcome to

SMDHU

We trust the time you spend with us will be a most pleasant and rewarding experience!