



HAMILTON POLICE SERVICE
Career Opportunity:
WELLNESS & ABSENCE CLERK – Full-Time

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| Posting # | #2025-054 | JJR# | 241 |
| Job Title | Wellness & Absence Clerk | Civilian/Sworn | Civilian |
| Status | Full Time | Department/Unit | Human Resources |
| Salary Grade | Schedule 6E | Hiring Rate | TBD |
| Salary Range | \$68,653 to \$80,766 (as of January 1, 2024) | | |
| Posting Date | July 24, 2025 | Closing Date | August 5 , 2025 |
| Primary Job Location | 155 King William Street, Hamilton, ON | | |
| Hours of Work | 8:00–4:00 Monday to Friday; however, must be flexible to work other hours to meet the demands of a 24 hour/day, 365 day/year operation | | |

SUMMARY

About HPS

HPS patrols 1.113 square kilometers, serving over 620,063 residents. The Service is divided into two main areas: Operations, which provides visible policing and investigations in various specialized units, and Support, which offers services in areas such as professional development, emergency response, crime prevention, fleet and facilities, IT, Records and HR. HPS is committed to the highest standards of integrity and professionalism in all its divisions.

Our vision to be a trusted partner in delivering public safety is what motivates our members each and every day. Hamilton Police Service is an innovative police service dedicated to working in partnership with our communities to make Hamilton a safe and healthy community in which to live and work. Established in 1833, Hamilton is one of the oldest policing services in the world.

Position Summary:

Under the direction of the Manager of Occupational Health and Wellness, the Wellness and Absence Clerk is responsible for administering sick leave absences and processes for the Service, in accordance with Collective Agreements. The Clerk will enter data into the Human Resources Information System (HRIS), and maintain employee sick and Workplace Safety and

Insurance Board-(WSIB) records. The Clerk will also be responsible for supporting all members in relation to various health and wellness initiatives.

Duties include, but not limited to;

- Organize and facilitate the Wellness Program, as outlined in the Wellness Strategy (e.g. promotion, special events and wellness challenges, themed communications, health and wellness services, education, etc.).
- Coordinate inspections of facilities and equipment. Initiate fitness/accessory purchases and service calls. Assist with facility management (e.g. monitor gym usage, conduct equipment checks, etc.).
- Serve as a resource for employee referrals to health and wellness resources.
- Assist in the maintenance of chemical or equipment inventories and distribution of safety and wellness information
- Prepare routine correspondence and reports for the Manager of Occupational Health's signature
- Review Report of Accidental Injury and Occupational Disease (IOD) forms and draft corresponding WSIB forms as required.
- Support the return-to-work and sick leave processes with routine follow-up on cases, Accidental Injury and Occupational Disease Forms, medical documentation, forwarding and tracking reimbursement requests and payments.
- Maintain confidential personnel attendance files (e.g. medical notes, WSIB, attendance forms etc.).
- Data entry for sick and WSIB attendance tracking forms. Work in accordance with the provisions of Collective Agreements, applicable Health and Safety Legislation, HPS Policies and Procedures and WSIA Legislation.
- Prepare historical attendance summaries and conduct sick bank audits.
- Perform other duties, as assigned, which are related to the major responsibilities of the job.

Supervisory Responsibilities:

Not applicable.

Working Conditions:

Regular office environment.

Physical & Sensory Demands/Dexterity:

Assignments will involve activities such as reading, sitting, keyboarding, filing, listening, talking, standing, walking, lifting, bending/stooping, reaching, and writing.

Education:

Minimum three (3) year Post-Secondary Diploma in Human Resources Management or a Post Graduate Diploma in H.R.

Experience:

Minimum six (6) months of experience in a Human Resources role with experience in wellness, WSIB and sick leave management. Experience using an HRIS for attendance tracking purposes.

Certifications/Licences/Apprenticeships:

Valid Class G Driver's License, or the equivalent, with no more than six (6) accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges.



Required Skills and Competencies

- Ability to utilize a personal computer, including Microsoft (MS) Word and Excel, and maintain accurate records.
- Working knowledge of the Ontario Occupational Health and Safety Act (OHSA), plus some basic knowledge of the Ontario Workplace Safety and Insurance Act (WSIA) and Ontario Human Rights Code (OHRC).
- Ability to do research and prepare reports (e.g. wellness program best practices, success/effectiveness of current wellness programs/ initiatives).
- Good verbal and written communication skills, including the ability to conduct effective presentations.
- Excellent interpersonal skills, including the ability to establish and maintain effective working relationships, and work effectively as part of a team.
- Ability to produce accurate work, with attention to detail.
- Ability to maintain confidentiality, and to use tact and discretion when performing assignments and communicating with others.
- Ability to learn and follow established policies and procedures.
- Tolerance when dealing with matters relating to absenteeism.

INTERESTED IN THE POSITION?


Submit your application (i.e. updated cover letter and resume) via email by indicating the posting number in the subject line to recruiting@hamiltonpolice.ca before 11:59 PM on **August 5, 2025**. Please be advised we do not currently use AI technology as part of our screening and selection process.

Interested persons applying must be a permanent resident of Canada/Citizenship, and be able to work within Canada.

In accordance with the Ontario Human Rights Code (OHRC) should you require an accommodation at any time during the recruitment and selection process we encourage you to notify the Human Resources @ recruiting@hamiltonpolice.ca

We thank everyone for their expressed interest and appreciate the time you've taken to submit your application. However, only those selected for employment testing and/or an interview will be contacted.





At Hamilton Police Service, we are committed to a fair and equitable recruitment and selection process. We strive to build, mentor, and retain a highly skilled workforce that reflects the diversity of the communities we serve. By fostering an inclusive and respectful workplace where every member feels valued and has a strong sense of belonging, we strengthen our ability to serve Hamilton with professionalism, empathy, and integrity.

We strongly encourage applications from individuals of diverse backgrounds, including 2SLGBTQIA communities, Indigenous peoples, persons with disabilities, racialized persons, multilingual candidates, and anyone passionate about public service. By joining the Hamilton Police Service, you will play a crucial role in making a meaningful difference in the lives of those who call Hamilton home.

Hamilton Police Service (HPS) is situated upon the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas. This land is covered by the Dish With One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. We further acknowledge that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation. HPS honours with gratitude this sacred land which, from time immemorial, has been and is home to many Indigenous people from across Turtle Island.