



96 Bayside Drive, Box 238 Barrington, NS B0W 1E0
(902)637-2098 ~ (902)637-3151
www.baysidehome.ca

Bay Side Home - Barrington, Shelburne County, Nova Scotia

Bay Side Home's model of care is based on the Eden Alternative. We embrace a person-driven culture where activities and care are structured in partnership with residents. Bay Side Home is a licensed long-term care facility, located at 96 Bayside Drive in Barrington, and home to sixty-two residents.

Job Opportunity: Full-Time Benefits & Payroll Coordinator

We are seeking a highly organized and detail-oriented **Benefits & Payroll Coordinator** to support our team at a **62-bed Long-Term Care facility**. This is an excellent opportunity for someone who is passionate about employee wellness, benefits administration, and providing exceptional service to staff.

Position Summary

The **Benefits & Payroll Coordinator** is responsible for the day-to-day administration of employee benefit programs and serves as the primary contact for employees regarding benefits and leave-related inquiries. This role ensures accurate and timely processing of benefit enrollments, changes, claims, and compliance with applicable policies and legislation.

Key Responsibilities

- Administer employee benefit programs, including:
 - Extended Health Care
 - Dental Insurance
 - Vision Care
 - Life Insurance
 - Disability Benefits (Short-Term and Long-Term)
 - Employee Assistance Program (EAP)
 - Pension and Retirement Programs (where applicable)
- Coordinate all aspects of **Workers' Compensation Board (WCB)** claims, including reporting, documentation, return-to-work coordination, and communication with employees and supervisors.
- Process benefit enrollments, terminations, and life event changes.
- Liaise with insurance providers, benefit carriers, and third-party administrators to resolve benefit issues.
- Maintain accurate employee benefit records while ensuring confidentiality.
- Assist employees with benefit questions, claims, and eligibility requirements.
- Monitor employee leaves of absence and coordinate benefit continuation during leaves.
- Ensure compliance with employment standards, privacy legislation, and company policies.

- Prepare reports and reconcile benefit invoices.
- Support Human Resources with wellness initiatives and other HR-related projects as required.

Qualifications

- Diploma or certificate in Human Resources, Business Administration, or a related field.
- Previous experience administering employee benefit programs.
- Knowledge of WCB processes, disability management, and employee benefit plans.
- Strong organizational and time-management skills.
- Excellent communication and interpersonal skills.
- High level of accuracy and attention to detail.
- Proficiency with Microsoft Office and HRIS/payroll systems & Excel
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Experience in a long-term care setting is considered an asset.

What We Offer

- Competitive salary
- Comprehensive employee benefits package
- Pension program (if applicable)
- Supportive and collaborative work environment
- Opportunities for professional growth and development
- The opportunity to make a meaningful contribution to the health and well-being of those who care for our residents

If you are a motivated professional who enjoys helping employees navigate their benefits and ensuring programs run smoothly, we encourage you to apply.

Apply today and become part of a team dedicated to excellence in long-term care.

Interested in applying?

Qualified applicants are invited to submit a resume in confidence to:

Paula Hatfield
 Administrator
 Bay Side Home
 PO Box 238
 Barrington, NS B0W 1E0
 Phone: 902-637-2098
 Email: paula.hatfield@nshealth.ca

Applications are welcome at any time, and positions are filled on an ongoing basis.
 Review of applications for the current intake will begin September 1, 2026.
Position outlines are available upon request.

A criminal records background check will be required.