



JOB POSTING

POSITION:	COORDINATOR, HEALTH EQUITY, DIVERSITY, AND INCLUSION
REPORTING TO:	DIRECTOR, HUMAN RESOURCES
JOB TYPE:	FULL-TIME PERMANENT (35 HRS/WEEK)
POSTED DATE:	MAY 2, 2022
APPLICATION DEADLINE:	UNTIL FILLED
EXPECTED START DATE:	ASAP
LOCATION:	TORONTO

ABOUT CHILD DEVELOPMENT INSTITUTE

CDI is a leading children's mental health agency in the City of Toronto offering a range of services to approximately 3,500 children ages 0-12, youth ages 13-18 and their families each year. Our mission is to promote and support the healthy development of children and to strengthen the families and communities in which they live. We provide four streams of service to families in need: early intervention, family violence, healthy child development and specialized mental health services for children and youth with learning disabilities.

POSITION SUMMARY

CDI is seeking an experienced and knowledgeable Coordinator, Health Equity, Diversity and Inclusion who will be responsible to coordinate projects and initiatives across the organization that address health equity as organized in CDI's Annual Health Equity, Diversity and Inclusion Work Plan.

In carrying out this role, the coordinator will work under the supervision of Director, Human Resources and closely with members of the Senior Management Team. The coordinator will be responsible to support the Health Equity, Diversity and Inclusion Advisory Committee. In addition, the coordinator may be assigned project management duties working with CDI staff and may represent CDI on external committees and working groups.

DUTIES & RESPONSIBILITIES

1. Support the work of the Health Equity, Diversity and Inclusion Advisory Committee by assisting in planning workplace / organizational health equity, diversity and inclusion meetings, undertaking research, carrying out assigned tasks on behalf of the Advisory Committee, advising on matters that might be brought to the Advisory Committee, representing the Advisory Committee at other planning tables as assigned, etc.
2. Coordinate projects and provide administrative support to ensure effective documentation, task tracking, and reporting over the project life cycle.
3. Support the maintenance and make recommendations of policies and procedures, ensuring they support health equity, diversity and inclusion objectives.
4. Support best practice and initiatives that will increase diversity among the workforce and enhance our human resources practices (such as: recruitment strategy, performance management system, leadership development, employee engagement and retention, succession planning, etc.)
5. Assist with establishing recruitment partnerships and conduct outreach.
6. Conduct learning needs assessments, translate assessed needs into learning objectives, source and/or design, implement and facilitate health equity, diversity and inclusion professional development and training.
7. Ensure *Accessibility for Ontarians with Disabilities Act* and *Human Rights Code* compliance and provide informed guidance on accessibility and inclusion.
8. Lead workplace investigations and make recommendations for resolution.
9. Support initiatives to increase health equity by carrying out assigned duties such as: reviewing service materials, organizing community consultations, supporting communities of practice, supporting youth engagement initiatives etc.
10. Work in collaboration with internal communications colleagues to ensure CDI's communications such as: website content, social media content is aligned with health equity, diversity and inclusion objectives.

11. Develop health equity, diversity and inclusion communications and release as required.
12. Support the collection of statistical and qualitative data to evaluate the organization's workforce and report preparation.
13. Maintain, and coordinate health equity, diversity and inclusion annual events.
14. Identify funding opportunities to support CDI's health equity, diversity and inclusion objectives.
15. Back-up and cross-trained on other HR functions.
16. Perform other role-related tasks that may be required or assigned from time-to-time.

MINIMUM QUALIFICATIONS AND SKILLS

- Post-secondary degree in Human Resources, Equity Studies, Management or related field study, or equivalent combination of education and related professional and community experience.
- Three (3) years of experience specializing in supporting organizational development strategies in the areas of health equity, diversity and inclusion.
- Completion of a Human Resources Certification (CHRP) or equivalent, an asset
- Thorough knowledge of provincial labour legislation, human rights code, and AODA.
- Sensitivity to and awareness of Indigenous, Black, racialized, gender, and disability-related issues and their intersection(s) with other identities including socio-economic status, religion, sexual orientation, age, marital status, family status, etc.
- Experience in policy, program and procedure development, training development & delivery, facilitating committees, and writing reports.
- Excellent written, oral, presentation and interpersonal skills.
- Well-developed knowledge and understanding of building inclusive workplaces, organizational development, change management, and employee engagement.
- Discretion, judgement, and ability to deal with highly confidential information, sensitive issues, and emotional situations.
- Proficient with computerized systems; MS Word, Excel, Outlook, MS Teams, and HRIS.
- Strong organizational skills, including effective prioritization and follow-up.
- Ability to deal with all levels of management and staff in a professional manner.

WORKING CONDITIONS

- Governed by concurrent and dynamic deadlines, despite conflicting priorities and frequent interruptions.
- The noise level in the work environment is usually moderate.
- Occasional travel to CDI locations.
- Fast-paced work environment.
- Occasionally required to work overtime to meet deadlines.

COMPENSATION: Salary is under review and is subject to skills, abilities, and qualifications.

APPLICATION INSTRUCTIONS:

Child Development Institute

Human Resources

E-mail: careers@childdevelop.ca

Thank you in advance for your interest. However, due to the volume of resumes received, only those candidates selected for interviews will be contacted.

DIVERSITY AND INCLUSION:

Child Development Institute is an Equal Opportunity Employer. We value inclusivity & diversity in the workplace. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to,

- *First Nations, Métis and Inuit peoples, and all other Indigenous peoples;*
- *members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;*
- *persons with visible and/or invisible (physical and/or mental) disabilities; and*
- *persons of marginalized sexual orientations, gender identities, and gender expressions.*

We recognize that many of these identities intersect and that therefore, equity, diversity and inclusion can be complex. We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our community.

ACCOMMODATION:

Child Development Institute is committed to creating an accessible and inclusive organization. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Ontario Human Rights Code (OHRC). Child Development Institute will provide accommodations throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please notify Human Resources of the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.

All applicants are advised that offers of employment are contingent upon the successful completion of a Vulnerable Sector Check.

Note: All CDI employees are required to be fully vaccinated as a condition of hire in accordance with CDI Mandatory Vaccination Policy.