

JOB POSTING

POSITION:	HUMAN RESOURCES ADVISOR
REPORTING TO:	DIRECTOR, HUMAN RESOURCES
JOB TYPE:	FULL-TIME 18 MONTH CONTRACT (35 HRS/WK) – NON-BARGAINING
POSTED DATE:	NOVEMBER 13, 2020
APPLICATION DEADLINE:	NOVEMBER 20, 2020
EXPECTED START DATE:	JANUARY 2021
LOCATION:	TORONTO

ABOUT CHILD DEVELOPMENT INSTITUTE

Child Development Institute (CDI) is a leading children's mental health agency in the City of Toronto offering a range of services to approximately 3,000 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 looking to employ an HR Advisor with outstanding analytical and communication skills. You will have excellent negotiation and problem solving skills with the ability to multitask and adapt in a fast-paced environment.

The incumbent will provide confidential HR support to the operations and activities of the department in the areas of labour relations, health and safety, onboarding/off-boarding policy/program development, compensation, rewards and recognition. This hands-on role will increase the efficiency, delivery, awareness, and engagement of HR efforts to employees across all levels of the organization.

To ensure success, HR Advisor should exhibit strong decision-making skills with a deep understanding of labour relations, employee relationships, accommodations and workplace investigations. Top candidates will be comfortable managing grey areas, effective at employee/labour relations and methodical in the onboarding/off-boarding process.

DUTIES & RESPONSIBILITIES

1. Provides HR support and expertise on a range of matters including general inquiries on HR policy and practices, collective agreement(s) and referencing provincial legislation;
2. Monitor, respond or direct incoming emails appropriately from the general HR inbox;
3. Responds to written and verbal inquiries for the purpose of providing information and/or direction.
4. Support the development and execution of HR communications activities of HR programs and initiatives (i.e. presentations, how-to-guides, H&S, Wellness, staff announcements);
5. Preparing written offers of employment for selected candidates per approved terms and conditions.

6. Draft employee change letters and working cross functionally with stakeholders to ensure changes are reflected throughout the organization (i.e. employee status changes, promotions etc.);
7. Conducts orientation meeting with new employee or internal transfers/promotions.
8. Prepares and ensures completion of Commencement Packages, onboarding training and schedules orientation meeting with new employee.
9. Initiates off-boarding process and ensures effective exit interviews for all staff.
10. Maintains and develops metrics for reporting purposes, including Organizational Charts, Contract End Dates, organizational reporting and Headcount and Attrition Reports;
11. Participates in the H&S committees as well as implementation of and compliance with OSHA and AODA standards and regulations.
12. Maintains various aspects of organizations compensation system (maintaining salary grids structure; performance appraisal process, updating Job Descriptions, conducting Job Evaluations, etc....)
13. Assists with conducting workplace investigations (i.e. policy violations, employee relations matters; harassment claims) and makes recommendations for action and approval within legislative frameworks.
14. Assists Labour Relations through the grievance, arbitration and mediation process.
15. Contribute to the development of policies and best practices for HR programs and services, conducting research, gathering information and expertise from relevant sources and providing comprehensive reports and recommendations;
16. Contributes to the development and ongoing practices of the Rewards and Recognition Strategy. Administers rewards & recognition programs (i.e. Employee Recognition, Service Recognition, including documentation and communication management);

MINIMUM QUALIFICATIONS AND SKILLS

- A degree in Business Administration and/or a Human Resources related discipline.
- Minimum three (3) years of relevant HR work experience within a Human Resources department with at least two (2) years as an HR generalist.
- CHRP designation
- Working knowledge of Collective Agreement administration and the ability to effectively interpret and apply accordingly.
- Strong proficiency with MS Office suite (i.e. Outlook, Word, Excel & PowerPoint)
- Proven proficiency in human resources applications preferably Ceridian's, Dayforce
- Demonstrated work knowledge of multiple human resource areas preferred.
- Excellent knowledge of HR functions and best practices.
- Sound knowledge of provincial labour legislation, human rights codes, occupation health and safety guidelines, and Labour relations.
- Demonstrated ability to be a self-starter, flexible and adaptable, works effectively and independently with a focus on meeting department objectives.
- Must have the ability to work with minimum supervision.
- Excellent analytical skills. Be a detailed oriented person that is highly accurate.
- Possess strong verbal and written communication skill.
- Demonstrated ability to multi task, probe, analyze and problem solve issues.

- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Excellent organizational and project management skills in order to manage multiple projects and meet deadlines by consulting and collaborating with different levels of stakeholders in the business;
- Be a dedicated and flexible team player able to interact with team members, and colleagues at all levels of the organization,
- Capacity to exercise extreme discretion with sensitive and confidential information,
- Have a friendly and approachable demeanour which compliments a high energy level and exemplary organizational skills,
- Demonstrated ability to work in a respectful and aware manner with groups from diverse background and experiences.

WORKING CONDITIONS

- Governed by concurrent and dynamic deadlines, despite conflicting priorities and frequent interruptions.
- Fast-paced work environment.
- Frequent handling of queries and calls from staff, managers, and external government bodies
- Flexible work schedule to accommodate job responsibilities.
- Occasional travel to other CDI locations
- Valid drivers' license and car to effectively support the travel requirements of the job

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

APPLICATION INSTRUCTIONS:

Please submit your chronological resume via e-mail to:

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. To meet organizational needs, 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.