



## POSITION DESCRIPTION

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| <b>Position Title</b> | <b>Human Resources (HR) Generalist</b>   |
| Hours of work         | Flexible (35 hours per week)   |
| Location              | Anemki Drive   |
| Reports to            | Executive Director   |
| Review                | The HR Generalist is reviewed during the probationary period by the Executive Director with annual evaluations conducted by the Executive Director |
| Appointment           | Full Time  |
| Salary                | Schedule B Pay Grid  |
| Police Checks         | Management employees are required to have a clean Police Records Check   |

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| <p><b>Position Summary</b></p> <p>The HR Generalist manages the administration of the human resources policies, procedures and programs. The HR Generalist carries out responsibilities in the following functional areas: departmental development, employee relations, training and development, benefits, compensation, organizational development, health &amp; safety and employment.</p> <p>The HR Generalist originates and leads Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment and the recruitment and ongoing development of an outstanding team.</p> |
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| <p><b>Key Responsibilities/Duties</b></p> <p>To work from a wholistic perspective, utilizing the teachings of the medicine wheel and Seven Grandfather Teachings.</p> <p>To take personal responsibility to increase sensitivity, awareness and implementation of Beendigen's cultural teachings and organizational practices in both professional conduct and work-related deliverables.</p> <p>To provide assistance, consultation and resources for best practices to further integrate Indigenous practices, ways of knowing and culture into programs.</p> <p><b>Development of the Human Resources Department</b></p> <p>Assists with the development and administration of programs, procedures, and guidelines to help align the workforce with the strategic goals of the organization.</p> <p>Participates in developing organization goals, objectives, and systems.</p> <p>Participates in administrative staff meetings and attends other meetings and seminars.</p> <p>Assists to establish organizational measurements that support the accomplishment of the company's strategic goals.</p> <p><b>Training and Development</b></p> <p>Assists with the implementation of the performance management system that includes performance development plans (PDPs) and employee development programs.</p> |
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Assists with the establishment of an in-house employee training system that addresses organizational training needs including training needs assessment, new employee orientation or onboarding and management development.

Assists managers with the selection and contracting of external training programs and consultants.

Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.

Assists with the development of and monitors the spending of the organization's training budget.

Maintains employee training records.

Oversees the delivery of the Core Orientation to all new employees.

Manages employee training and travel arrangements.

### **Employment**

Manages the recruitment process using the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.

Reviews and screens resumes for all candidates.

Serves on employee selection committees or meetings.

Completes reference checks and prepares employment contracts.

Ensures employment records are accurate and up to date.

### **Employee Relations**

Assists with the development of Human Resources policies for the organization with regard to employee relations.

Partners with management to communicate Human Resources policies, procedures, programs, and laws.

Recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.

Participates in the conduct of investigations when employee complaints or concerns are brought forth.

Advises managers and supervisors about the steps in the progressive discipline system of the organization. Counsels managers on employment issues.

Oversees the interpretation and administration of human resources policies, procedures.

### **Labour Relations**

Administers the collective agreement; job postings, oversees grievances and labour relations; leads bargaining unit negotiations.

### **Health and Safety**

Assists with the implementation of company safety and health programs. Tracks and posts Ontario OH&S-required data and files reports.

Participates in the Joint Health and Safety Committee, when required.

### **Compensation**

Assists with the monitoring of the company wage and salary structure and the variable pay systems within the company including bonuses and raises.

Provides competitive market research and prepares pay studies to help establish pay practices and

pay bands that help to recruit and retain superior staff.

Provides payroll processing backup support. Partners with accounting and payroll to maintain the payroll database.

### **Benefits**

Provides day-to-day benefits administration services. Assist employees with any claim issues.

Develops and schedules benefits orientations and other benefits training.

Administers disability and worker's compensation claims.

Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

### **Law**

Complies with all existing legislation such as Employment Standards Act, Pay Equity Act, Privacy Act, Occupational Health and Safety Act and Human Rights Code.

Complies with all existing government reporting requirements including Accessibility for Ontarians with Disabilities Act (AODA), Employment Insurance Sick Benefits, the Ministry of Labor, worker compensation, Ontario Occupational Health & Safety Administration (OH&S), and so forth.

Maintains minimal company exposure to lawsuits.

Ensure proper processes are in place for the coordination of various leaves (i.e. maternity, short term, leave of absence) and ensures policies and procedures are followed.

Protects the interests of employees and the organization in accordance with agency Human Resources policies and governmental laws and regulations.

### **Organizational Development**

Assists with the carrying out of an agency-wide process of organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design and change management

Assists with employee communication and feedback through such avenues as organization meetings, suggestion programs, employee satisfaction surveys, newsletters, employee focus groups and one-on-one meetings.

Helps to monitor the organization's culture so that it supports the attainment of the agency's goals and promotes employee satisfaction.

Assists with organization-wide committees including health and safety, cultural and board committees.

### **Other Duties**

Attends Board Personnel Committee and other required meetings.

Assists with the administration of the website.

Maintains emergency contact lists.

Attend workshops, seminars and training pertaining to agency's mandate.

Submit reports to the Executive Director.

Be prepared to work in conjunction with the philosophy and mandate of the Organization.

Preserve confidentiality of all residents, clients, staff, students, volunteers and agency information.

Represent the organization in a positive and professional manner at all times.

Any other duties as requested by the Executive Director; commensurate with role.

*The above statements are the general functions of the position and should not be interpreted as a detailed description of all the work requirements that may pertain to the job.*

### **Key Performance Indicators**

Safety of the workforce.

Development of a superior workforce.

Development of the Human Resources department.

That performance and development plans meet expectations of the organization.

That development of an employee-oriented organizational culture emphasizes quality, continuous improvement, and high performance.

That programs and services are culturally based and incorporate traditional knowledge and practices of Aboriginal healing and wellness.

That membership of the Leadership Team contributes to the implementation of the organization's strategic plan.

Personal ongoing development.

### **Relationship of Indicators to Performance Development & Review Plan**

This position description operates in conjunction with and forms part of the annual review/appraisal and career development process. An initial review will take place during the probationary period following commencement of employment with the Executive Director and then annually with the Executive Director.

### **Key Selection Criteria**

#### **Required**

Minimum of a Bachelor's degree or equivalent in Human Resources or Business

Three (3) to five (5) plus years of progressive leadership experience in Human Resources positions

Specialized training in employment law, compensation, organizational planning, organizational development, employment/labour relations, health & safety, recruitment & selection and training

Prior experience in a union environment

Demonstrated knowledge of employment laws and practices

Knowledge related to the administration of benefits and compensation programs and other Human Resources programs

Excellent computer skills in a Microsoft Windows environment. Must include excel and demonstrated skills in database management and record keeping.

Excellent interpersonal and coaching skills.

Evidence of the practice of a high level of confidentiality.

Knowledge of Indigenous culture, tradition, language and Indigenous community

Demonstrated commitment to the Violence Against Women sector

Excellent verbal, written, organizational and leadership skills.

Proven ability to work as part of a team.

**Preferred**

Certified Human Resources Professional (CHRP) Designation

Ability to speak Ojibway, Oji-Cree or Cree

**Working Conditions**

Human Resources Generalists usually work in an office environment, but the mission of the organization may sometimes take them to non-standard workplaces.

Human Resources Generalists work a normal week; Monday to Friday, but additionally will often work evening, weekends, and overtime hours to accommodate activities such as representing the organization at meetings, conferences, workshops and public events.

**Additional Information**

The Human Resources Generalist is based at Anemki Drive, however all employees may be required to work across other sites from time to time.

**Ontario Health and Safety (OH&S)** All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all potential hazards; and all incidents and injuries; as well as co-operating with any measures introduced in the workplace to improve OH&S.

**Employment is subject to:**

- Must have a valid Class “G” Driver’s license, use of an automobile with appropriate insurance coverage
- Must undergo a successful Criminal Reference Check-Vulnerable Sector
- 2-step TB Screening required
- Must sign an Oath of Confidentiality
- Flexible hours of work (35 hrs/week)
- Overtime is time-in-lieu-of and may be accumulated to a running maximum of 35 hours. Time-in-lieu-of will be taken within three months of the time the overtime was worked.

Funding: Ministry of Community and Social Services

*THIS JOB DESCRIPTION IS A WORK IN PROGRESS AND MAY NEED TO BE CHANGED TO MEET THE NEEDS OF THE ORGANIZATION AS THE PROGRAM DEVELOPS*