Position Description

Position Title: Human Resources (HR) Coordinator
Team: Corporate Services
Salary Scale: $63,664 - $76,704
Classification: HR C2
Reports to: Manager, Corporate Services

SUMMARY
Reporting to the Manager, Corporate Services, the HR Coordinator is a resource to and works with the Management Team and staff to ensure the development and implementation of effective and efficient HR policies and procedures. The HR Coordinator will work closely with management and staff to create a positive, progressive, productive, and engaging workplace that fosters a culture of client-focus, professionalism, learning, and professional development which is reflective of the Centre’s mission, vision, values and strategic directions. In addition, the HR Coordinator is responsible for the supervision of the HR Assistant.

REPORTING RELATIONSHIPS
The HR Coordinator is a member of the Corporate Services Team and reports to the Manager, Corporate Services.

MAJOR RESPONSIBILITIES
1. Resource: Advice, Guidance and Support
   - Empowers staff and supervisors by providing mentoring and coaching on HR processes.
   - Acts as a mediator in conflict resolution.
   - Inspires a culture of growth, high performance and positive employee relations.
   - Develops and maintains an inclusive, equity-based, organizational culture in which respect for diversity is a practised value.
   - Advises and provides coaching on maneuvering, managing and valuing a diverse workforce

2. Recruitment and Retention
   - In collaboration with the hiring manager, oversees the development of all job postings, position advertisements, recruitment packages, interview formats, questions and assessment methods, rating guides and other materials necessary for the selection process that promote a diversified and inclusive workforce.
   - Develops, implements and maintains recruitment and retention strategies to attract top talent, as well as ensure effective performance management, talent optimization and employee engagement for purposes of retaining a diverse and inclusive workforce.
   - Coordinates job evaluations or job review activities in collaboration with the Manager, Corporate Services.
   - Assists in the screening of applicants and participates in the hiring process as a resource to supervisors as required.
   - Responsible for all employment contracts and updates to HR files with the assistance of the HR Assistant.
3. **Training and Development**
   - Leads or executes HR programs such as training, innovation, employee recognition in a way that supports internal equity and engagement.
   - Oversees Centre-wide general orientation program for staff and ensures its completion.
   - Ensures staff are trained on the Centre’s privacy policies and procedures
   - Compiles or develops information on workshops and seminars for staff training as needed.

4. **Policies and Procedures**
   - Conducts regular reviews of the HR and Occupational Health and Safety (OH&S) policies and procedures to ensure they comply with current legislation, accreditation requirements, French Language designation and Centre direction.
   - Identifies and recommends new policies and procedures as required, ensuring an inclusive and equity-based approach.
   - Advises, supports and provides interpretation to staff and supervisors regarding the HR principles, policies and procedures, systems and practices of the Centre
   - Ensures the maintenance and security of personnel files and records

5. **Occupational Health and Safety**
   - In collaboration with supervisors, assists staff with workplace accommodation issues.
   - Oversight of the Centre’s Occupational Health and Safety Program.

6. **Other Functions:**
   - Oversees the Human Resource Information System (HRIS) system, generates reports and provides analysis of HR trends.
   - Leads the development, implementation and administration of an effective and systematic Performance Management Program (PMP) to build and assess top talent.
   - In collaboration with the Finance Coordinator, administers long-term disability cases, leave reporting and benefits.
   - Supports the Centre’s Privacy Officer to ensure all legislative and Centre requirements are met.
   - Is an active participant and coordinates the activities of the HR Committee
   - Assists with organizational development initiatives and other administration functions as required.

**CCHC CORE COMPENTENCY**

**Equity** - We believe in recognizing and respecting diversity among people in our communities to provide them with appropriate services that meet their varying needs. We strive to break down barriers so everyone can enjoy access to the services they need to be healthy. Equity is about recognizing differences among people and treating people differently according to their needs in order to achieve equality of access.

**Empowerment** - We value participation and believe in our clients and communities’ right to play an active role in determining what services are offered and how they are delivered. To achieve this, we foster open and constructive dialogue and believe in engaging in respectful, honest and clear communications practices. We strive to provide all the support and information required to make informed choices and participate in meaningful ways.

**Excellence** - We are committed to providing excellent services and strive for constant improvement and innovation. We focus on best practices, evidence-based approaches and ongoing evaluation to deliver effective and comprehensive services that best meet our clients and communities’ needs. We ensure accountable, efficient and effective use of resources.

**Respect** - We’re committed to fostering an inclusive environment where everyone is treated in ways that are fair, courteous and compassionate. We believe in valuing one another’s opinions and contributions and giving full considering to these views with an open and non-judgmental mind.
STANDARD CHC EMPLOYEE RESPONSIBILITIES

All CCHC employees have some fundamental responsibilities that go beyond the confines of their occupations. These include:

Administrative

- Contributes to the Centre’s activities to collect, analyse and report on data and relevant information and participate in research
- Preserves confidentiality of all client and employee information and seeks to minimize risk while working with data
- Submits records of time worked and time off in a timely manner
- Maintains and develops professional competence, and where applicable, a professional licence to practice, through appropriate continuing education methods (e.g. peer interaction, literature review, conferences, courses, staff development leave, etc.)
- Complies and adheres to all applicable Centre policies and procedures

Organizational Responsibilities

- Respects and values the diversity of the community and individuals
- Supports the Centre’s student placement programs
- Contributes to the Centre’s work by participation in activities that seek to strengthen collaborative and interdisciplinary teamwork, such as inter-component committees and working groups, strategic planning and accreditation
- Contributes to the Centre’s practices of hiring, orienting and training of employees
- Participates actively in team meetings
- Consults with and provides support to team members and other CCHC employees regarding professional issues
- Participates in the Centre’s strategic planning process
- Participates in the development of policies and procedures by providing feedback in the Centre’s policy development process
- Works in a manner that incorporates health promotion and recognizes the determinants of health
- Participates in team and individual professional development opportunities

Occupational Health and Safety

This position must also work within the scope of all legislative and Centre policies related to occupational health and safety. In this capacity, the employee:

- Works in a manner that promotes a safe, secure environment, and is compliant with the Duties of Workers under the Ontario Occupational health and Safety Act Section 28)
- Must read and follow the Centre’s occupational health and safety policies
- Uses personal protective equipment as required
- Participates in Occupational Health and Safety Training as required: AODA, WHMIS, Employee Safety Training, Other (as required)
POSITION REQUIREMENTS

Education:
- Undergraduate degree in HR, or related discipline or equivalent. HR Certificate or equivalent

Professional Experience:
- Five years of HR generalist experience.

Key Competencies
- Knowledge and familiarity with relevant HR legislation and practices.
- Experience and training in mediation and conflict resolution
- Demonstrated ability to manage core HR processes
- Experience working in not-for-profit, community-based health or social service setting is an asset
- Proven experience in working with an equity lens that promotes a diversified and inclusive workplace
- Experience supervising employees.
- Effective collaboration and facilitation skills
- Experience supporting organizational change including knowledge of change management principles.
- Knowledge of performance evaluation systems/processes
- Knowledge of job evaluation systems/processes
- Advanced personal and professional ethics and integrity
- Is a proven leader, acting as a mentor, and someone who inspires and empowers others to do their best work
- Excellent communication and interpersonal skills, oral and written.
- Ability to prioritize and manage multiple tasks and projects.
- Proficient with word processing, spreadsheet, presentation, and e-mail software.

Language designation
English, written and spoken, essential
French and other languages are a strong asset

I have read this job description and understand and accept the responsibilities outlined within. I have also been given a copy of this job description.

____________________  ____________________
Employee Signature    Date

____________________
Witness