



Position: Human Resources Generalist

Status: Temporary Full-Time 12 month Contract with possible renewal based on funding

Location: Jackson's Point, Ontario

To provide advice, support, guidance and planning on all Human Resource related matters to staff, volunteers, students, the Board and the Leadership team. Sandgate Women's Shelter of York Region Inc., works within a harm reduction, feminist and intersectional framework following the mission, vision and guiding principles of the organization.

Roles and Responsibilities:

A. Recruitment and Selection

- Consult with supervisors when recruitment for paid and volunteer needs are identified to determine process and requirements
- Prepare job postings and distribute according to collective agreement and/or appropriate methods
- Develop interview questions and exercises in consultation with the supervisor of the position
- Participate in interviews as a part of a panel of interviewers
- Participate and provide feedback in selection of successful candidate
- Conduct reference check on successful candidate

B. Orientation, Training and Performance Management

- Maintain all human resources and volunteer personnel files
- Provide support & guidance to managers in daily supervision and ensure all formal documentation is contained in files
- Provide guidance for performance appraisals including timely scheduling of all appraisals
- Recommend appropriate trainings for the agency
- Plan and manage all aspects of approved training including those approved by the latest strategic plan
- Facilitate orientation for all new volunteers and staff
- Conduct training programs for volunteers

C. Administration and Documentation

- Understand, review and make recommendations concerning all human resource contracts
- Bi-annually review and recommend updates to job descriptions, volunteer position descriptions and student position descriptions
- Create, review and/or recommend changes to all internal Human Resource forms and procedures
- Statistical record keeping as required

D. Labour Relations and Policy Maintenance

- Participate in all contract negotiations as part of the Leadership team
- Provide guidance to Leadership and Board in support of the collective agreement &/or any proceedings
- Continually review all legislation for ongoing compliance throughout the organization & respond to any internal queries regarding legislation

- Receive, investigate and respond to all complaints and grievances from staff ensuring established procedures are followed. Recommend action and follow-up with the Executive Director. Keep historic files for same

Requisite Knowledge, Skills and Qualifications

Knowledge

- Knowledge of Violence Against Women and Women's issues
- Demonstrated understanding and commitment to the principles of equity of access and cultural safety
- Working knowledge of all employment related legislation and related regulations including but not limited to, the ESA, OHSA, AODA and Labour Relations Act

Skills

- Experience working with, and acceptance of, women from diverse backgrounds, socio-economic statuses and linguistic skills
- Competency in Microsoft Office Suite and Products
- Superior verbal and written communication skills to communicate effectively through a variety of tools and techniques
- Demonstrated organizational and time management skills, including the ability to prioritize and multi-task in order to achieve or surpass identified goals

Qualifications

- Minimum 3 years experience with human resources in a unionized environment
- Post secondary education in Human Resources
- Member of the HRPAA
- CHRL designation in progress
- Fluency in a second language preferred

Application Procedure

Please forward a cover letter and resume to Samantha Lindsay, Human Resources Generalist at slindsay@sandgate.ca. Sandgate provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted, please advise us if you require any accommodation