



Peel Senior Link, a non-profit charitable organization established in 1991, provides personal care & home-making services. Peel Senior Link maximizes independent living--helping seniors live with dignity, stability and safety. Peel Senior Link is funded by the Ministry of Health and Long-Term Care through the MH LHIN and CW LHIN, grants and personal and corporate donations.

We are currently seeking a Human Resources Coordinator. This is a full-time contract position, ending November 2019, with competitive salary and benefits.

Reporting to the Director of Human Resources, the HR Coordinator assists in the day to day operations and strategic goals of the Human Resources function, as well as the overall organization by providing first level support within all aspects of HR including, but not limited to, recruitment and selection, onboarding, training, health and safety, Labour Relations, HRIS and other related HR programs and policies.

Key Responsibilities:

- Respond to all inquiries regarding employment issues, HR policies, benefits, etc. to all levels of staff in addition to providing proactive advice and recommendations where applicable.
- Manages organizational recruitment process, including student placement program.
- Onboarding for all new hires
- Acts as lead for Occupational Health and Safety program.
- Supports managers and supervisors in the application of HR policies and practices and the Collective Agreement.
- Administration and maintenance of employee files, HRIS, policy revisions, program updates, and extended benefits, etc.
- Assists with designing and implementing new training programs. Evaluates existing programs and updates as needed. Collects and tracks individual staff training and development courses, workshops and seminars through Learning Management System

The ideal candidate has:

- Post-secondary education in Human Resources, Business Administration, or related field.
- CHRP designation or working towards certification
- Minimum 1-2 years related experience in a Human Resources administrative or coordination role, preferably in a not-for-profit environment
- Experience working in a unionized environment an asset
- Experienced in developing and delivering training programs an asset
- Joint Health and Safety Certified an asset
- Advanced computer knowledge (Microsoft Office Suite, HRIS and other web-based applications). Ability to trouble-shoot IT issues and provide solutions
- Comprehensive knowledge of human resources policies, best practices and relevant legislation

- Excellent interpersonal communication and relationship building skills, with a customer-oriented focus
- Detail oriented, with well-developed time management skills

To apply for this position please send your resume and a cover letter of interest to:

Marybeth Ward, CHRP
Director, Human Resources
Peel Senior Link
marybeth@peelseniorlink.com
905-712-4413 ext 326

We appreciate all applications; however, only those candidates selected for an interview will be contacted.

Peel Senior Link is an Equal Opportunity Employer

Peel Senior Link is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please contact Human Resources at 905-712-4413.