



helping
seniors live
independently

Peel Senior Link, a non-profit charitable organization established in 1991, provides supports for daily living to seniors, to clients across 11 designated senior's buildings and neighbourhoods, in the Region of Peel. 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 Ontario Health (Central), grants, and personal and corporate donations.

We are currently seeking a **Human Resources Generalist**. Reporting to the Director of Human Resources & Privacy Officer, the Human Resources Generalist is the go-to resource for people leaders and their teams for all human resources related matters. The HR Generalist collaborates with all levels of staff and management, as an HR expert, to provide advice on a wide range of topics.

The Human Resource Generalist will lead the routine functions of the Human Resources department, talent management, employee relations, workforce planning, recruitment, including hiring, interviewing, onboard, training, performance management, change management, employee recognition, administering benefits enrolment and program inquires, payroll, health and Safety, and enforcing organizational policies and practices.

What you'll do:

- Support current and future business needs through the development, engagement and motivation of human capital
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Oversee and manage a performance appraisal system that drives high performance.
- Provides support and guidance to all staff as HR subject expert. Works with Managers to support the performance of their teams through reviews, training, coaching guidance and accountability
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings and onboarding plans.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, EAP, and leave; disciplinary matters; disputes and investigations; grievances, performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Ensure legal compliance through human resource management
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

- Contributes to the overall Human Resource capacity needs assessment of the organization on a regular basis.
- Contributes to job definition, design, analysis, and evaluation processes in collaboration with Senior Management
- May contribute constructively to performance evaluation design and scheduling.
- Performs other duties as assigned.

What you'll need to be successful:

- Solid knowledge of relevant legislation, including Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act, payroll- related legislation
- Broad experience with benefits administration
- Excellent teamwork, interpersonal and constituent service skills including the ability to work respectfully and inclusively with a diverse employee population and multiple internal and external stakeholders
- Track record of professional judgment and superior analytical skills, ability to coach Supervisors and employees and resolve employment issues
- Ability to influence, negotiate and manage contentious issues to resolution
- Highly developed analytical skills with ability to conduct research and use independent judgement to problem solve
- Proven organizational abilities and the ability to manage competing priorities and meet deadlines under pressure
- Strong communication and presentation skills (both written and verbal)
- Understanding of the community services sector and/or non-profit sector considered an asset
- Full Vaccination Status

You have:

- Bachelor's degree in human resources, Business Administration, or related field required
- 4-5 years of human resource management experience required.
- CHRP or CHRL designation is considered an asset
- Proven working experience as an HR manager, with a minimum of four years of human resource management experience
- Experience in community services support sector, and/or health services.
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- Thorough knowledge of Ontario labour and employment-related legislation
- The successful candidate is a strong team player who is enthusiastic, resourceful, and results-driven HR Generalist.
- Excellent knowledge of related legislative requirements, including Occupational Health & Safety Act, Employment Standards Act, Labour Relations Act, Human Rights Act
- Experience working in a multi-site organization with the ability to travel to other sites, if needed
- Experience with Collective Agreements & Bargaining

Job Types: Full-time, Permanent, Salary

\$55,000 - \$71,000

Benefits:

- Dental care
- Disability Insurance
- Extended health care
- Vacation & Personal care days
- On-site parking
- Professional fees reimbursement

Location:

50 Burnhamthorpe Road West, Suite
300 Mississauga, ON, L5B 3C2

We thank everyone for their expression of interest; however, only those candidates selected for an interview will be contacted.

Peel Senior Link is committed to developing an inclusive, barrier-free selection process and work environment. If you require accommodation at any stage of the recruitment and selection process, please contact Human Resources at (905) 712-4413 Ext 343.

Peel Senior Link has a mandatory vaccination policy for all employees in order to protect our clients, our staff, and the communities we work in. All job applicants will be required to declare their vaccination status during the recruitment process. As a condition of employment, all new hires must be fully vaccinated and provide proof of their vaccination. Peel Senior Link will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

To learn more about Peel Senior Link please visit:

<https://peelseniorlink.com/about-us/>

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

Lorena Cabral
Chief Operating Officer
p. 905 712 4413 x 325
e. lorena@peelseniorlink.com

Deadline to Apply: August 26, 2022