



JOB POSTING

Human Resources Generalist (full-time, 35 hours/week) Internal and External

Reporting to the Chief Executive Officer, The Human Resources Generalist will provide leadership, advice, guidance and administration for various HR related functions in the organization.

Key Responsibilities:

1. Facilitate the Recruitment Process by:
 - Developing job postings
 - Creating interview questions
 - Arranging candidate interviews
 - Conducting Reference Checks
 - Making verbal job offers and developing written offers of employment
 - Arranging orientation training
 - Processing new hire paperwork

2. Coordinate the Compensation process by:
 - Tracking and processing salary increases
 - Facilitating the job evaluation process
 - Crafting job descriptions
 - Conducting compensation surveys
 - Recommending salary changes and general salary increases
 - Providing direction to third party payroll partner as required

3. Deal with Employee Relations issues by:
 - Investigating and resolving staff and outside complaints
 - Providing advice and guidance to managers on employee related issues
 - Monitoring and conducting employee satisfaction information and employee morale
 - Assisting staff in resolving conflict and workplace complaints

4. Administer the Benefits Program by:
 - Reviewing the annual benefits insurance renewal quote and recommend changes
 - Ensuring employee information is up to date with insurance providers
 - Registering new staff with benefits provider
 - Conveying any benefit information to staff
 - Functioning as the intermediary, where required, between the staff and the insurance company

5. Perform other Main Duties such as:

- Developing, updating, and interpreting HR policies and guidelines
- Conducting exit interviews and recommend strategies for change
- Preparing reports from the HRIS system and ensuring the system has correct employee data
- Coordinating and recommending individual and organizational performance management strategies
- Actively participate in agency committees related to the position (eg Health and Safety, Diversity Equity and Inclusion)
- Conducting presentations and training sessions
- Dealing with sensitive information in a confidential manner

Key Qualifications:

- Minimum 3-year College Diploma in Human Resources Management
- CHRP designation or working towards one is considered an asset
- Progressive experience and working knowledge in various Human Resource functions
- Thorough knowledge of Ontario Employment legislation
- Knowledge and/or experience working in the not-for-profit sector
- Demonstrated ability to resolve conflict
- Excellent written and oral communication skills
- Computer literacy with Microsoft Office and HRIS
- Excellent decision making and problem solving skills
- Demonstrated attention to fine detail and multi-tasking
- Excellent organizational, analytical, and planning skills
- Ability to manage multiple tasks with multiple interruptions
- Experience working with volunteers is an asset
- Demonstrated high level of integrity, trustworthiness and accountability
- Access to a reliable vehicle to travel throughout Northumberland County
- Clean Criminal Reference and Vulnerable Sector Check.
- Proof of vaccination for COVID-19

Qualified applicants are asked to submit, via e-mail, a detailed resume by **4:00 pm September 20, 2022** to: careers@commcare.ca

Please indicate Human Resources Generalist in the subject line.

Community Care Northumberland is a non-profit, multi-service, volunteer-based community support organization serving residents of Northumberland County.

www.commcare.ca

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CCN will provide accommodation in all parts of the hiring process as required, upon request from applicants.

Box 1087 – 174 Oliver Road, Campbellford, Ontario K0L 1L0

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