

Alzheimer Society

Y O R K R E G I O N

HR Generalist – Aurora, ON (PART-TIME, 21 hours per week)

REPORTS TO: Chief Executive Officer (CEO)

STREAM/DEPARTMENT: CEO's Office

LOCATION: Aurora

POSITIONS SUPERVISED: 0

PURPOSE OF POSITION: The HR Generalist is involved in addressing issues raised by current employees and new-hires, organizing and scheduling orientations, and coordinating other HR functions. This position reports to the CEO.

Duties and Responsibilities:

- Manages employee relations issues in a confidential manner, including disciplinary actions, compensations, disputes. Responds to inquiries or requests and provides assistance based on established processes and guidelines.
- Fosters positive employee working environment by implanting professional development opportunities and initiatives.
- Maintains and updates confidential employee records and filing systems, including preparing and imputing paperwork for new hires, internal staff changes, and terminations.
- Supports the recruitment/hiring process by preparing job postings, pre-screening candidates, scheduling interview arrangements, performing background checks, issuing employment contracts and related document etc.
- Provides administrative support to the new employees onboarding process, including compiling and confirming all documents and orientation.
- Works closely with Finance and Support Services stream in ensuring contracts, pays and benefits are most up-to-date and accurate; assists with benefit questions, concerns and claims.
- Works closely with the CEO as well as the HR Committee in providing information and recommendations with respect to human resources services, policies, strategies and reports including relevant legislation and on emerging trends.
- Supports managers in performance management process with coaching, corrective actions, improvement plans, goal setting and performance reviews.
- Supports job evaluations process.
- Ensure Health and Safety initiatives are met by creating a healthy and safe working environment.
- Keep up-to-date with changes related to HR Guidelines / Legislation regarding Employee / Employer matters.
- Assists in-house and external training activities and evaluations; maintains training documentation.
- Assists in ad-hoc HR related projects, such as conducts market compensation surveys.
- Updates job requirements and job descriptions for all positions.
- Assists in preparing, updating Employee Manual, human resource policies and procedures annually.

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CORE COMPETENCIES

Education:

Minimum 3 years' college degree with relevant working experience

Experience:

Required 1 -3 years' relevant working experience with organizations where employee count is +25

Professional Membership:

HR related prominent association membership, not required but preferred.

Client Centred Focus:

Proactively identifies and responds to internal and external clients serviced needs to provide sensitive service delivery. Establish exceptional clients service relationships.

Client and Staff Safety Focus:

Complies with agency standards and policies, including relevant Health and Safety legislation. Participates in health and safety training, and integrates into practice to ensure client and safe safety. Takes responsibility for their role in health and safety as set out in policies, job description, and the Health and Safety Manual.

Continuous Quality Improvement (CQI) and Risk Management:

Maintains effectiveness in work environment. Understands the necessity to continuously improve to remain competitive. Maintains a positive outlook and encourages others to seek opportunities for different and innovative approaches to addressing problems and opportunities. Incorporates continuous quality improvement measures into work processes through AS York's Plan, Do Study, Act (PDSA) quality improvement cycle. Participates in quality improvement training, committees and activities.

Cultural Sensitivity and Diversity:

Demonstrates an awareness of and sensitivity of other practices and cultures, including how to appropriately approach and interact with staff, volunteers, and the public. Evaluates how cultural differences can affect how people work, and values differences, promoting an environment that is free from discrimination and harassment. Maintains professional relationships with others, communicates in a respectful manner according to the culture of the person he/she is conversing with, is able to overlook cultural boundaries and interact on a regular basis for the good of the agency. Participates in relevant training e.g. Cultural Diversity, Discrimination and Harassment, AODA, and complies with related legislation and policies.

Team Work:

Promotes cooperation and commitment with the team towards the attainment of common goals. Enables cooperative and productive group interactions. Leads by example and set standards for professional behaviour.

Qualified applicants are invited to submit a cover letter and resume by email to hr@aswecare.com. We thank all candidates for their interest, however, only candidates invited for an interview will be contacted. If you require accommodation in order to participate in the recruitment process, please contact us at 905-726-3477.

Accommodation will be provided in accordance with Ontario's Human Rights Code.

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As a result of the COVID-19 pandemic and the need to strengthen and promote health protection to clients, staff, volunteers, students, contractors, and members of the public attending the Alzheimer Society of York Region (“AS York”), prior to the first day of employment with AS York, all successful candidates are required to provide proof of COVID-19 vaccination (full vaccination is required) from the Ontario Ministry of Health website or other authorized source. An individual is fully vaccinated if they have provided proof of vaccination in the form of a receipt from COVaxON (the Ministry’s provincial system for COVID-19 vaccination information) and 14 days have elapsed from the final dose. In the event that you are unable to be vaccinated as a result of a ground protected under the Human Rights Code, you may submit a written explanation of the ground and any supporting documentation for AS York to determine if you are exempt from this requirement.