

## Job Description

POSITION:	Human Resources Generalist
ACCOUNTABILITY:	Director of Human Resources
CLASSIFICATION:	Full-time
DATE APPROVED:	February 15, 2019

### **JOB PURPOSE**

Reporting to the Director of Human Resources, the Human Resources Generalist is responsible to assist with planning, organizing, directing, controlling, developing, monitoring and implementing effective corporate human resource systems. This position is responsible for ensuring human resource systems contribute significantly to the achievement of the mission, vision, values, philosophy and strategic directions of the Agency.

### **KEY JOB FUNCTIONS**

#### **Recruitment and Selection:**

Participate in recruitment and selection processes.

- Assist with the development and maintenance of job descriptions for all positions in the Agency
- Maintain screening and interview tools
- Organize and participate in Hiring Committees
- Recommend applicants for hiring in collaboration with Hiring Committees
- Conduct reference and background checks
- Coordinate offers of employment, contracts and agreements
- Assist with the orientation process of new hires in collaboration with management and supervisors
- Assist with the development and maintenance of an employee orientation manual

#### **Performance and Attendance Management:**

Assist with the coordination, monitoring and reporting on performance and attendance management.

- Monitor employee attendance and report concerns to Director of Human Resources with Human Resources Officer, Benefits Management
- Assist with the development of strategies to address performance and attendance management issues
- Assist with drafting discipline documents for supervisors and providing assistance to supervisors with progressive discipline issues
- Assist with the review, monitoring and preparation of reports on completed performance appraisals
- Provide assistance to supervisors in managing and communicating expectations, monitoring performance and identifying professional development opportunities

#### **Support Agency Vision and Mission:**

Support the Agency in achieving strategic directions.

- Recommend improvements or changes to the Director of Human Resources on the overall management of human resources
- Assist with developing human resource systems and processes in support of the vision and mission
- Provide support to the Director of Human Resources in the implementation of human resources
- Ensure Agency is in compliance with relevant human resources legislation
- Assist with the development of statistics on department activities

#### **Administration:**

Complete administrative duties as required.

- Develop and maintain a detailed work plan of human resources activities
- Prepare reports, briefing notes and correspondence as required
- Ensure confidentiality and safekeeping of all Agency documents and records
- Develop and maintain accurate, up-to-date and concise work files

- Work in compliance with Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act, AODA and any other relevant legislation
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties

**Other Duties:**

- Participate in internal or external committees as required or assigned
- Other duties as required and assigned

**QUALIFICATIONS**

**Minimum Education**

- Degree in Business, Human Resources, or other related degree
- Designation as a Certified Human Resources Professional is preferred and would be an asset

**Minimum Experience**

- Two (2) years' experience in human resources
- Experience writing proposals, policies, procedures and reports
- Experience working with Indigenous organizations

**Knowledge Requirements**

- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of the Employment Standards Act, Ontario Human Rights Act, Occupational Health and Safety Act and other relevant human resources legislation

**Special Skills**

- Strong leadership and management skills
- Demonstrated human resource management skills
- Excellent interpersonal skills and ability to work with all levels of employees in a professional manner
- Problem-solving and critical thinking skills to analyze information, identify key issues, solve problems and develop viable solutions.
- Project management skills, including an ability to assess priorities, coordinate diverse projects and make optimal use of available resources to achieve outcomes.
- Time management and organizational skills, including the ability to plan and prioritize workload, coordinate assignments with concurrent timelines and respond to demands of a dynamic environment.
- Written and verbal communication skills, including an ability to develop a variety of information materials for diverse audiences and present information in a clear and concise manner.
- Keyboarding and computer skills including proficiency in Microsoft Office programs.

**Abilities:**

- Make evidence based recommendations to the human resources team.
- Maintain a strong sense of professional judgement, tact, ethics, sensitivity, integrity and confidentiality.
- Work cooperatively and productively with others to achieve common goals; demonstrate respect, cooperation and collaboration.
- Demonstrate a high level of leadership to foster a responsive human resources culture.
- Function independently as well as contribute effectively within a team environment.
- Demonstrate commitment to excellent service delivery, teamwork, innovation and continuous improvement
- Ability to meet deadlines and administer multiple priorities in a fast-paced environment
- Ability to adapt to and manage change and work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

**Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Must be able to work overtime and flexible hours

### **WORK SITE LOCATION**

The position location is to be determined.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the Human Resources Generalist will typically be in an office setting. The Human Resources Generalist is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Human Resources Generalist will be required to travel to meetings in the province of Ontario.

The administration of employee issues can be mentally and emotionally challenging. As a result, this position is more mentally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate, but may be loud on occasion. The nature of the position may expose the Human Resources Generalist to moderate levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

### **TECHNOLOGY & EQUIPMENT**

Computer, photocopier, telephone, cell phone, fax machine and adding machine

### **SUPERVISORY RESPONSIBILITY**

The position has no supervisor responsibility.

### **KEY RELATIONSHIPS**

#### **Internal**

The position requires interaction with Director of Human Resources, Human Resources Department staff, co-workers and other staff.

#### **External**

The Human Resources Generalist will interact with the Ministry of Child and Youth Services, Children's Aid Societies, First Nation communities, Ministry of Labour, lawyers, consultants and other agencies.

### **DISCLAIMER**

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

**SIGNATURE**

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date