

**York Region Children's Aid Society**

16915 Leslie Street  
Newmarket, Ontario L3Y 9A1

**2021-38**

August 24, 2021

Applications are now invited for the position of:

**HUMAN RESOURCES COORDINATOR**

**POSITION SUMMARY:**

Reporting to the Human Resources Manager, the **HR Coordinator** will play a key role in supporting the development and implementation of a comprehensive and inclusive Human Resources Management strategy. Under the direction of the HR Manager, this position provides support and guidance to the Human Resources Department and will oversee the administration of a variety of employee lifecycle activities including but not limited to; full cycle recruitment and onboarding, pension and benefit administration and Employee and Labour Relation initiatives.

**DUTIES & RESPONSIBILITIES:**

1. Build and maintain relationships with internal and external stakeholders; act as an informed first point of contact and provide support and guidance to department leaders and staff regarding general HR inquiries
2. Support the accurate and timely interpretation and application of applicable legislation, policies, procedures, processes, collective agreements, etc.
3. In collaboration with the HR Manager, make knowledgeable recommendations to proactively identify and mitigate potential HR challenges; refer complex inquiries to appropriate HR team members as appropriate
4. Provide full cycle recruitment support to assigned client groups including; conducting internal needs assessments, participating in job fairs, posting jobs, conducting preliminary interviews, creation of interview guides, leading panel selection processes, conducting reference checks, prepare offer letters, and managing employee onboarding requirements etc.
5. Participates in the coordination, organization scheduling and delivery of HR training programs and initiatives
6. Develops reports and maintains HRIS systems that enable the effective and efficient flow of work for Human Resources and related HR programs
7. Research employee and labour relations issues to support issue resolution as assigned; create case file chronologies, generate and analyze data, create reports and summaries (e.g. HRIS data audits, file reviews, literature reviews, external scans, etc.)
8. Attend grievance and arbitration/mediation meetings and collective bargaining sessions as directed; proactively and accurately coordinate meeting preparation, take accurate and complete minutes; track and support the completion of meeting follow-up deliverables
9. Actively participate in various HR projects including: conducting research and analysis, developing and revising policies/processes, and creating communication materials
10. Promote a collaborative, inclusive and respectful work environment and supports colleagues as needed to ensure optimal team functioning; provide coverage for team members as needed
11. Other duties as assigned

## **JOB REQUIREMENTS:**

1. Successful completion of a bachelor's degree in Human Resources from an accredited educational institution
2. A minimum of two (2) years of relevant human resources experience, preferably in employee and labour relations and full cycle recruitment
3. Demonstrated ability to interpret and apply Human Resources best practices, applicable legislation, policies, procedures and collective agreements
4. Experience in a large, complex unionized environment preferred; child welfare experience an asset
5. Certified Human Resources Professional/Leader designation preferred
6. Demonstrated proficiency with Microsoft Office (Word, Excel, PowerPoint and Outlook) and human resource information systems
7. Demonstrated aptitude in drafting and editing high quality and concise written communications; excellent research and documentation skills e.g. minutes, filing, data entry, etc.
8. Must be discreet and demonstrate sound judgment, analytical ability, diplomacy and tact to deal effectively with all levels in the organization, especially when dealing with sensitive issues
9. Exceptional consultative, relationship building and conflict management skills to interact effectively with various stakeholders and problem solve issues
10. Robust organizational skills with the ability to prioritize competing demands and changing priorities while maintaining high degree of accuracy and customer service
11. Demonstrated written and verbal communication skills with the proven ability to clearly define and articulate requirements, priorities, impacts, and solutions
12. Professional and confident with a proven ability to facilitate small group discussions, develop and make presentations and deliver training

**PAY GRADE:**                5                (\$54,272.99 - \$68,544.30)

**HOURS OF WORK:**        33.75 Hours per Week

Candidates that meet the qualifications are welcome to apply for this position and should do so in writing to [human.resources@yorkcas.org](mailto:human.resources@yorkcas.org). This position will remain open until filled. Please quote job posting #2021-38.

We appreciate all applications received. All communications will be held in strict and professional confidence. Only those candidates selected for an interview will be contacted. We thank all applicants for their submissions. At the request of the candidate, post interview feedback will be provided verbally at the end of the recruitment process, at a mutually agreeable time.

### **Anti-Oppression/Anti-Racism at York Region Children's Aid Society**

YRCAS is committed to having a workforce that is reflective of the diversity of York Region and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

### **Accommodation at YRCAS**

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants that may require accommodation during the selection process are encouraged to notify the Human Resources Department when contacted for an interview.

Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.