



York Region
Children's Aid Society
Société d'aide à l'enfance
de la région de York

YORK REGION CHILDREN'S AID SOCIETY

16915 Leslie Street
Newmarket, ON L3Y 9A1

POSTING # 2021-55

December 2, 2021

Applicants are now invited for the position of:

HUMAN RESOURCES COORDINATOR

POSITION SUMMARY/PURPOSE

Reporting to the Human Resources Manager, the **Human Resources Coordinator** will play a key role in supporting the strategic administrative needs of the HR department. 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; recruitment and selection assistance and employee onboarding, pension and benefit as well as training and employee development program administration, and electronic employee file management.

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. In collaboration with the Human Resources Team – assist in the recruitment and selection processes by, developing job postings for review, maintaining competition files, participating in the hiring process as required, contacting candidates for the establishment of interviews, reference verification and credentialing requirements as well as drafting related Human Resources letters, ensuring that the procedures as set out in Human Resources Policies and the collective agreement are followed.
3. In collaboration with the Senior Administrative Assistant, Volunteer Services- to manage the agencies student placement programs and volunteer selection processes.
4. To administer the new hire documentation process, ensuring necessary information is obtained from and given to new employees regarding administrative requirements of the agency which includes orientation provision and training scheduling, obtaining, and confirming credentials, obtaining copies of criminal records verification/CIPIN searches/ medical certification/insurance coverage, agency photo identification and security access.

5. To update and maintain all human resources files, applicable employee lists and IT help desk tickets, e.g. seniority lists, telephone/address changes, status changes, probationary lists, performance evaluation lists, and training lists.
 6. In collaboration with the Human Resources Specialist- Compensation and Benefits - to prepare Human Resources reports as required, working effectively with a Human Resources Management System and to update and maintain the Human Resources data base.
 7. To assist in maintaining up to date job descriptions for agency positions, ensuring that new and revised positions are evaluated using approved Joint Job Evaluation procedures.
 8. To act as back up to the Human Resources Advisor and Human Resources Specialist to ensure appropriate continuity of HR services.
 9. 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
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JOB REQUIREMENTS

1. Successful completion of a college diploma in a related field from an accredited educational institution
2. A minimum of two (2) years of relevant office administration experience, preferably in a Human Resources Department overseeing a variety of complex processes within a unionized environment.
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 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. Robust organizational skills with the ability to prioritize competing demands and changing priorities while maintaining high degree of accuracy and customer service
10. Demonstrated written and verbal communication skills with the proven ability to clearly define and articulate requirements, priorities, impacts, and solutions

PAY GRADE: 6 (\$54,272.99-\$68,544.30)

HOURS OF WORK: 33.75 Hours per week

Employment at York Region Children's Aid Society is conditional upon the verification of credentials, a satisfactory vulnerable sector check, proof of COVID-19 vaccination (2 doses required), as per YRCAS Mandatory COVID-19 Immunization Policy.

Candidates that meet the qualifications are welcome to apply and should do so in writing to human.resources@yorkcas.org no later than 4:30 p.m. on December 13, 2021. **Please quote job posting #2021-55.**

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.