



## Halton Children's Aid Society JOB POSTING # 23-22

### Senior Human Resources Advisor

<b>POSITION TYPE:</b>	One (1) Temporary, Full Time Position For a period of up to fourteen (14) months Start Date: September 2022
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>DEPARTMENT:</b>	Human Resources and Organizational Excellence
<b>REPORTS TO:</b>	Director of Human Resources and Organizational Excellence
<b>POSTING DATE:</b>	May 27, 2022
<b>POSTING DEADLINE:</b>	Applicants should create an account and apply at <a href="https://myavanti.ca/careersathaltoncas/">https://myavanti.ca/careersathaltoncas/</a> by <b>June 13, 2022 at 4:30pm</b>

Reporting to the Director of Human Resources and Organizational Excellence, the Senior Human Resources Advisor is responsible for providing guidance, advice and support in all Human Resource functions at the Halton Children's Aid Society (Halton CAS).

#### Main duties and responsibilities include, but are not limited to:

##### Administrative Support

- Prepares and processes all HR related paperwork and documentation accurately and in a timely fashion and submits relevant information to Payroll and Benefits to ensure salary and benefit payments can be processed in a timely manner
- Prepares internal Human Resources reports such as staff turnover, leaves, staffing allocation and costs
- Updates and maintains HR policies, procedures and programs and the collective agreement and assists managers and staff with questions and escalates issues appropriately
- Co-ordinates the performance management process including tracking, appropriate notification to management, distribution of forms and historical information, gathering of complete information and forms, staff notifications, payroll notifications, etc.
- Updates job descriptions and organizational charts
- Produces employee correspondence in relation to leaves of absence, performance, discipline and termination
- Assists with staff recognition programs
- Maintains human resources forms and manuals

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- Provides appropriate disclosure of information including requests for references, confirmations of employment and personnel file reviews
- Schedules and/or conducts exit interviews as necessary and prepares summaries of exit interview results

### **Health and Safety Lead**

- Advises staff of WSIB processes and completes WSIB forms, liaises with WSIB representatives and maintains close contact with injured workers
- Coordinates the development and implementation of return to work plans and meetings for injured workers
- Ensures completion of internal incident/accident reports
- Maintains Health & Safety records as required including WSIB; building inspections, certification training, first aid training, policy and procedure manual; committee records, etc.
- Ensures compliance with internal Health and Safety policies and procedures
- Inputs data to agency's HRIS and provides reports as required
- Coordinates activities and actively participates as the management co-chair of the Joint Health and Safety Committee
- Participates in health and safety sub committees

### **Disability Management Lead**

- Acts as the main point of contact for employee leaves including sick leave, maternity leaves and personal leaves.
- Liaises with insurance company to coordinate long term disability benefits.
- Organizes and coordinates claim file workflow, facilitating the efficient and effective processing of claims and information.
- Develops and manages effective return to work strategies and plans with the input and support of the employee, supervisor and other parties involved.

### **Recruitment and Orientation**

- Assists with the coordination of the recruitment process including job postings, pre-screening resumes and applicants, interviews, testing applicants and reference checking
- Participates in full cycle recruitment of unionized positions
- Assists in organizing the orientation process including new hire packages, scheduling meetings and organizing and conducting HR orientation meetings

### **Labour Relations**

- Provides support to all organizational levels on matters related to the Collective Agreement interpretation, labour legislation and labour relations practices
- Provides support during the collective bargaining process, including the completion of market research
- Conducts workplace investigations.

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### Knowledge, Education, Experience, Skills and Attributes

#### Qualifications

- Bachelor's Degree in business administration human resources administration or equivalent; CHRP preferred
- Minimum 3 years' experience in progressively responsible human resources related positions
- Excellent knowledge of human resources administration, agency policies and procedures and the collective agreement
- Solid knowledge of legislation governing human resources including employment standards, regulations and related statutes
- Solid knowledge of relevant Halton CAS industry computer applications i.e. HRIS
- A satisfactory Police Records Check is required
- Valid Driver's License and access to a reliable motor vehicle with appropriate business class liability insurance is preferred

#### General Skills and Attributes

- Excellent ability to use MS Office applications (e.g., Word, Excel, Outlook, PowerPoint, etc.) and HRIS (Avanti)
- Solid written, oral communication and interpersonal skills providing constructive, meaningful and timely interaction with all staff
- Ability to think analytically with attention to detail in the presence of frequent interruptions
- Solid ability to make decisions of sound judgment and choices of action often in urgent situations
- Excellent understanding and commitment to quality service and best practice
- Highly detail-oriented
- Accountable for own actions and decisions, making decisions within the scope of the position and referring issues/problems/events to the manager as required
- Flexible, adaptable and responsive to change
- Ability to deal with highly sensitive and personal information in a confidential manner
- Solid ability to analyze information, problem-solve and make good decisions
- Self-directed with a solid ability to organize, plan, prioritize and multi-task
- Acts with integrity, trustworthiness, humility, transparency and compassion

Halton CAS has a vaccination policy and procedure in place. As a condition of employment, new employees are required to be vaccinated for COVID-19 unless they have a valid reason not to be vaccinated based on a protected ground under the Ontario *Human Rights Code*.

The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days before your employment start date. The

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candidate will be asked to provide Halton CAS with proof of full vaccination, prior to the candidate's employment start date. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification.

As described above, the requirement to be fully vaccinated is subject to the Ontario *Human Rights Code*. If the candidate is unable to receive the COVID-19 vaccine for a reason protected by the *Code*, requests for accommodation from the vaccine policy will be assessed on a case by case basis and will be subject to Halton CAS' accommodation process.

### **The Halton Children's Aid Society is an equal opportunity employer.**

The Halton Children's Aid Society is committed to fostering an inclusive, accessible environment where all employees and members of the public are respected. We are dedicated to building a workforce that reflects the diversity of the communities we serve.

We thank all applicants for their interest in the Halton Children's Aid Society, we will only contact those selected for an interview. All interviewed candidates will be asked to provide a minimum of two supervisory references.

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 need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 905-333-4441 ext. 0575. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.