



Native Child and Family Services of Toronto

Human Resources Consultant (2 Positions)

Hours: 35 hrs/wk.

Range: \$63,264-\$78,927

Location: 30 College St.

Position 1: Non-BU FT Regular

Position 2: Non-BU, FT (2-year contract with benefits)

Summary:

Native Child and Family Services of Toronto strives to provide a life of quality, well-being, caring and healing for our children and families in the Toronto Indigenous Community. We do this by creating a service model that is culture-based and respects the values of Native people, the extended family, and the right to self-determination and through the integration of holistic, culturally based prevention services that are child centred, family focused, and community driven.

Reporting to the Manager, Human Resources the HR Consultant will be responsible for the development, implementation, and operational functions to support the achievement of Human Resources priorities and the alignment of these priorities with Native Child and Family Services of Toronto (NCFST) service, cultural competency, mission, goals, and objectives.

This position plays a key role in enhancing NCFST workplace culture by demonstrating a commitment to ensuring HR services are responsive to the needs of NCFST and will work collaboratively with the Director, People and Culture in the ongoing development of culture in every aspect of the HR Department Program.

Primary Responsibilities:

Policy and HR Administration

- Advising management on the administration of human resources policies and procedures.
- Makes recommendation for improvement and implementing HR policies and procedures as required (*i.e., Updating policies & procedures based on legislation*).
- Ensuring HR programs and services are in compliance with established policies and procedures and state/federal laws and regulations.
- Ensures HR audits of activities to ensure compliance/ensure integrity of all service areas (*i.e., orientation surveys, etc.*) are completed in a timely manner.
- Completes salary determinations and reviews with Directors/Managers.
- Interpret the Collective Agreement as required.

People Planning - Recruitment & On-boarding

- Responsible for key program development, implementation, and maintenance to ensure cultural competency is in line with mission and values.
- Provides consulting services on full recruitment cycle to management and provides leadership on recruitment strategies as it applies the recruitment strategy.
- Develops strategies and activities that support and enhance a diverse and inclusive workplace.



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- Provides coaching and support to management and staff regarding workforce planning, compensation, benefits, performance management, diversity, respectful workplace, absenteeism, accommodation, and general health and safety.
- Ensures all recruitment material used is up to date as per legislative and agency requirements.
- Develops, facilitates, updates, and maintains the new staff orientation program and works on continuous improvement and automation.
- Develops and prepares reports and statistical records related to recruitment and new staff orientation.

Performance Management

- Works with management in all performance related issues, including identifying strategies for performance related issues and progressive processes.
- Coaches and supports management in performance related issues.
- Consults with the Manager, Human Resources on all progressive related issues up to and including where termination may be required.
- Leads discussion with Union in order to mitigate issues and/or to ensure compliance with the Collective Agreement.

Managed Disability

- Manages all employee leaves, including, but not limited to legislated leaves, sick leaves, education leaves and leaves of absences. Involves working with third party carriers as required to manage short term disability, WSIB and other if applicable.
- Coaches and supports management on leave processes.
- Other duties as required to ensure management and staff are supported.

Student Placement

- Supports the student placement process in accordance with the policy.

Project Work and Other

- Preparing and maintaining reports related to specific HR projects.
- Other HR duties as required to ensure HR services are responsive to the needs of NCFST.
- Leads training sessions on performance management, recruitment, health and safety and other HR related disciplines.
- Leads ongoing onboarding program development, health and safety program and other key program areas as required.
- Supports Job Evaluation process.
- Participates in bargaining as required.
- Works with payroll and benefits as required.
- Other HR related duties as assigned.

Qualifications, Knowledge and Skills:

- Post-secondary degree in Human Resources, business, or other related discipline with at least 4 years related experience, at least part of which was gained in a unionized setting.
- Knowledge and understanding of the unique dynamics that exist within the First Nations, Inuit, and Métis cultures in an urban environment.



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- Lived experience with Aboriginal Culture, traditions, beliefs, values, ceremonies, and teachings would be considered an asset.
- A solid understanding of and sensitivity to the experiences of Aboriginal peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them essential,
- Learning mindset and a passion for knowledge and continual learning.
- Coaching, mentoring and supervisory experience.
- Good knowledge of MS 365, outlook, excel, word, etc.
- Knowledge of a broad range of human resources management principles and practices.
- Solid knowledge of relevant legislation, including Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act etc.
- Ability to work effectively as a member of a team.
- Ability to handle confrontational issues in a diplomatic manner.
- Highly developed analytical skills with ability to conduct research and use independent judgement to problem solve.
- Excellent interpersonal skills; oral and written communication skills and presentation skills.
- Professionalism, initiative, and respect for confidentiality.
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation.
- Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong.
- Exceptional leadership skills with a strong emphasis on a balanced participatory and action-oriented work/management style.
- Excellent written and verbal communication skills.
- Demonstrated ability to resolve conflicts, elicit cooperation, negotiate and to collaborate with subordinates and colleagues.
- Competence in problem analysis, judgement and decision making, especially under difficult circumstances with minimum information and rigid time constraints.
- Demonstrated ability to prioritise competing work demands and to manage a high volume of work.
- Consultative and presentation skills to liaise effectively with all staff.
- Ability to provide an acceptable Child Welfare Check with Vulnerable Person Sector Search (VPSS).
- Demonstrated understanding and commitment to NCFST's mission, values, and service model.

To apply, please provide:

- Cover letter outlining how you how meet the qualifications of the role.
- Current resume and include three work related references
- Proof of Vaccination. NCFST employees are required to be fully vaccinated against COVID-19, absent of a valid medical exemption or other reasonable consideration pursuant to the Human Rights Code of Ontario.
- As a multi-service urban Aboriginal agency providing holistic, culture-based programs and services to Aboriginal children, and families, NCFST will give priority to applicants who identify as First Nations, Inuit, Metis, and those with close affiliations.



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- NCFST is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

Closing Date: Open until filled

If you are interested in this job opportunity, please apply by clicking [APPLY HERE](#)

We thank you for your interest, however, only those applicants selected for an interview will be contacted.