



November 29, 2022
Job Posting #2022-97

Temporary Full-time Human Resources Coordinator

12 Month Contract

The York Region Children's Aid Society (YRCAS) is a non-profit community organization legally mandated to protect children and youth from abuse and neglect. As a leader within the child welfare sector, we partner with parents, caregivers, and community to provide a safe environment for children and youth, through equitable, culturally aligned services.

Comprised of interdisciplinary teams of diverse professionals who push boundaries in support of family centered care, we engage with children and families for a stronger, healthier community within the York Region.

YRCAS is fully committed to a culture of belonging and an inclusive environment that encourages every team member to lead within their role, generate innovative ideas that reinforce our mission and goal to create a healthy workplace and community where children youth and families thrive.

To support us on our journey, YRCAS is looking for a Human Resources Coordinator to support our Human Resources Department.

Why Work for Us?

- ❖ Hybrid working model (working virtual and in person)
- ❖ Casual dress code
- ❖ Employer paid Health & Dental Benefit
- ❖ One day off every five (3) weeks during Winter months
- ❖ Shortened Summer hours
- ❖ OMERS Pension, with employer and employee sharing premiums equally
- ❖ CAA Membership Reimbursement and Mileage Reimbursement
- ❖ Enhanced Wellness Initiatives Virtual Fitness Classes

SUMMARY OF DUTIES & RESPONSIBILITIES

Reporting to the Human Resources Business Partner, the Human Resources

Coordinator will play a key role in supporting the strategic administrative needs of the HR department. Under the direction of the Human Resources Business

Offices

Main Office:
16915 Leslie Street
(Kennedy Place)
Newmarket, ON
L3Y 9A1

Richmond Hill Office:
120 East Beaver Creek
Road, Suite 301
Richmond Hill, ON
L4B 4V1

Vaughan Office:
3901 Highway 7 West,
Suite 202
Woodbridge, ON
L4L 8L5

Partner, 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 benefits, as well as training and employee development program administration, health and safety administration, and electronic employee file management.

NATURE OF POSITION:

- 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
- In collaboration with the Human Resources Team – assist in recruitment and selection processes by developing job postings, interview guides and assessments for review, maintaining competition files, participating in the hiring process as required, sourcing and screening candidates, contacting candidates for the establishment of interviews, completing reference verification and verifying 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.
- In collaboration with the Human Resources Advisor and Human Resources Specialist coordinate the Agency's student placement programs and volunteer selection processes.
- 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 / CPIN searches / medical certification / insurance coverage, agency photo identification, and provisioning security access.
- 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.
- In collaboration with the Human Resources Specialist – to prepare Human Resources reports as required, working effectively with a Human Resources Management System to update and maintain the Human Resources database in ADP Workforce Now.

- 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.
- To provide on-going assistance and support in the development and improvement of organizational policies and procedures covered within the scope of the Human Resources Department.
- To conduct research into industry best practices, applicable trends, and legislative guidelines and changes in relation to department operations, objectives and goals as required.
- To act as back up to the Human Resources Advisor to ensure appropriate continuity of HR services.
- To provide on-going assistance and support to various adhoc projects as required.
- 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

QUALIFICATIONS

Education and Experience

- Successful completion of a college diploma in a related field from an accredited educational institution
- 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.

Knowledge and Skills

- Demonstrated ability to interpret and apply Human Resources best practices, applicable legislation, policies, procedures, and collective agreements
- Experience in a large, complex unionized environment preferred; child welfare experience an asset
- Certified Human Resources Professional preferred



- Demonstrated proficiency with Microsoft Office (Word, Excel, PowerPoint and Outlook) and human resource information systems
- Demonstrated aptitude in drafting and editing high quality and concise written communications; excellent research and documentation skills e.g. minutes, filing, data entry, etc.
- 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
- Robust organizational skills with the ability to prioritize competing demands and changing priorities while maintaining high degree of accuracy and customer service
 - Demonstrated written and verbal communication skills with the proven ability to clearly define and articulate requirements, priorities, impacts, and solutions

PAY GRADE: Non Union-Pay Grade 5 (\$55,087.08-\$69,572.46)

HOURS OF WORK 33.75 hours per week

Candidates who meet the qualifications are welcome to apply and should do so in writing to human.resources@yorkcas.org no later than 11:59PM December 8, 2022. **Please quote job posting #2022-97 TFT HR Coordinator.**

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.

Employment at York Region Children's Aid Society is conditional upon the verification of credentials, a satisfactory vulnerable sector check, a class "G" driver's license with daily access to an insured vehicle, and proof of COVID-19 vaccination (2 doses required), as per YRCAS' Mandatory COVID-19 policy.

York Region Children's Aid Society works in a hybrid virtual and on-site working environment.

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.

Diversity, Equity & Inclusion

York Region Children's Aid Society is committed to employment equity, diversity and inclusion in the workplace, and fostering equity, diversity and inclusion in recruitment practices is a key aspect of the

search process. The current posting is in search of candidates who identified from the following equity seeking groups; women, racialized persons/persons of colour, Indigenous Peoples, persons with disabilities, and persons of the 2SLGBTQ+ community. If you are of the aforementioned identities, and feel comfortable making it known, you may choose to self-identify as member of a designated group. Any information directly related to you is kept confidential and used in a safe manner to inform our recruitment process towards being an equal opportunity employer.

Vaccination Policy

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 candidate will be asked to provide York Region Children's Aid Society 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 York Region Children's Aid Society accommodation process.

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.

Children at the heart of all that we do!

