

# Human Resources Generalist

*(12 month contract)*

## Join Our Team

Jewish Family and Child Service (JF&CS) is seeking two (2) **Human Resources Generalists** who will be responsible for a full range of human resources services. One HR Generalist will primarily be responsible for collecting, analyzing and maintaining Human Resources (HR) software and data. The second HR Generalist will primarily assist with recruitment and selection, training and development, and other human resources administration support. *This is a 12 month full time contract, with hybrid work option available.*

## About The Agency

Jewish Family and Child Service is a multi-service, client-centered, family service agency and a Children's Aid Society. We support the healthy development of individuals, children, families, and communities through prevention, protection, counselling, education, and advocacy services, within the context of Jewish values. Jewish Family and Child Service welcomes candidates from diverse backgrounds.

## What We Offer

JF&CS offers a range of careers along with a competitive compensation and benefits package including dental, vision, and health coverage, a Healthcare Spending Account, and a defined benefit pension plan. We offer ample vacation and sick days and are closed on most Jewish and all statutory holidays. On the premises you will find free parking, a daycare centre and a gym (with subsidized membership).

## Key Responsibilities - HR Generalist Specializing in HRIS:

- Liaise with a variety of internal and external stakeholders to ensure data is accurate and support requests for information.
- Identify HRIS system improvements and efficiencies, and participate in the creation, implementation and training of improved internal HR processes.
- Ensure HRIS data is entered in a timely and accurate fashion. Conduct audits on data to ensure data integrity.
- Maintain HRIS software for data tracking, record management, analysis and reporting of specialized and employment matters. This includes generating and maintaining data and reports as requested and needed.
- Provide technical support and training to staff with respect to HRIS software.
- Prepare proposals and recommendations, ensure deliverables are achieved.
- Create and maintain process documentation, HRIS workflows, and/or manuals to streamline HR processes.
- Perform other duties as assigned

## Key Responsibilities - HR Generalist Specializing in Hiring, Onboarding and Administration:

- Coordinate the full recruitment cycle from pre-screening, interviewing through to reference and hiring.
- Onboard new employees and assist with virtual or in-person new hire orientation sessions.
- Ensure HRIS (Workforce Now) is up to date and maintained, this includes ensuring records are current, accurate and respect all privacy legislation.
- Coordinate the Professional Development program at the Agency. This includes providing information to staff, and processing PD requests.
- Provide employee relations support on HR policies and procedures and responding to HR-related requests.
- Represent the Agency's mission, vision and values in the community
- Perform other duties as assigned

## Qualifications:

- Undergraduate degree or post-secondary diploma in human resources or related field.
- 3 years of relevant experience in a Human Resources field.
- Holding or working towards CHRP designation will be an asset.
- Strong skills using Microsoft Office and HRIS Software (ADP Workforce Now is a strong asset).
- In-depth understanding of recruitment tools such as resume databases and online communities.
- Willing to take initiative and work independently when needed.
- Strong organizational, communication and interpersonal skills
- Comprehension of French or another language will be considered an asset

If you are interested in applying for this position, please submit your cover letter and resume by visiting <https://www.jfandcs.com/jobs>. Applications will be accepted until May 31, 2023.

Jewish Family and Child Service is committed to the principle of equal opportunity in employment and welcomes candidates from diverse backgrounds. Accommodations during all phases of the hiring process will be made wherever possible. Please advise us if any accommodations are required.

JF&CS has a COVID-19 vaccination policy in place. As a condition of employment, all employees are required to be vaccinated for COVID-19, unless a valid exemption under the *Ontario Human Rights Code* is provided.

We thank all applicants for their interest, however, only those considered for an interview will be contacted. To learn more about Jewish Family and Child Service, please visit: [www.jfandcs.com](http://www.jfandcs.com) | [www.facebook.com/jfandcs](https://www.facebook.com/jfandcs)