**POSITION TITLE**  HR GENERALIST

**POSITION DESCRIPTION** JJEP Wage Grid 13 (currently under review)

**POSITION SUMMARY**: Assists in the implementation of HR policies, programs and procedures regarding recruitment, training and development, collective bargaining, compensation and job evaluation, pay and benefit administration, and/or labour relations issues. Oversees on-boarding process and implementation of regulations pertaining to health and safety, orientation of new employees, policy and procedures development.

**RESPONSIBILITY AREAS:**

The HR GENERALIST will assist the DFA and other members of the Management Team with the development of the short term and long term operational plans related to the HR function of the agency, including:

* Assist in the development and implementation of human resources policies, programs and related procedures, and practices that are consistent with all legislative and/or collective agreement requirements and provisions, and support the needs of the organization for growth
* Provides full-cycle HR and administrative services to management regarding issues such as: recruitment, on-boarding, orientation, staff development and training
* Assigns work to subordinates, schedules staff and conducts performance reviews on a quarterly, bi-annual or annual basis as required
* Provide related advisory services to staff
* Create an environment of continuous learning and improvement with people and processes across all departments as related to HR tasks and performance
* Develop and promote strong relationships with management and staff and ensure clear communication and conflict resolution
* Provides support for staff and management with regards to confidential concerns
* Perform other related duties as necessary

**HUMAN RESOURCES, EVALUATION AND REPORTING:**

* Develops human resources solutions by collecting and analyzing information; recommending courses of action
* Provides training and support to other team members of the HR department staff for cross training purposes in the event of growth within the department or agency
* Participates in the improvement of systems, scheduling, and tracking of records across the agency
* Ad hoc reporting to analyze human resource function and impacts on agency, including costing of same, as required
* CSSEA Salary Survey
* CARF human resource reporting, and other institutional reporting as necessary
* Other ad hoc reporting as required

**HUMAN RESOURCE MANAGEMENT:**

* Assist in the scheduling of staff for vacation and/or other areas of need
* Assist in the resource budgeting process as required
* Assist in other duties as required

**Education and Knowledge**

Human Resources skills such as: general labour relations, recruitment, compensation and benefits administration through completion of a post-secondary diploma in Human Resources, Industrial Relations, or equivalent required

* Grade 12 completion, plus
* Completion of three (3) years in a recognized Human Resource training programme, or
* Post-secondary diploma (3 years) in Human Resources or related program
* Strong knowledge of Human Resources processes and procedures
* Strong problem-solving competences; resourceful and proactive
* Excellent judgment, professionalism, and ability to handle confidential information
* Excellent interpersonal skills, including keen ability to prioritize urgencies
* Excellent communication skills, both orally and written required
* High level of proficiency with MS Office Suite
* Experience with Sharevision and PayDirt, and PayWorks would be an asset
* Experience relating to individuals with developmental disabilities would be an asset
* Ability to work independently, and amongst a team
* Clean criminal record check

Applications should be submitted to: Tami Zaranski, Director, Finance & Administration

Cover letter and resume are required. A full job description will be provided to shortlisted candidates only.

This position is open to any qualified applicants. This position requires Union Membership.  
GHS is committed to inclusive hiring practices, providing equitable opportunities for minorities including: women, Indigenous peoples, persons with disabilities, members of visible minorities and LGBTQIA2S+ applicants.