



## HUMAN RESOURCES MANAGER Two Year Contract

### The Organization:

Interim Place is a dynamic anti-violence organization providing shelter, counselling and advocacy supports for women\*, youth and children experiencing violence in the Region of Peel. Interim Place offers a positive work environment for its employees and service excellence to its clients. We are committed to ending violence against women by acknowledging and addressing the multitude of barriers facing women who have experienced violence and by providing crisis intervention and a range of supports and services. Interim Place works within a feminist, anti-oppressive, anti-racist, queer and trans positive, disability positive, harm reduction framework.

*\*We use an inclusive definition of “women” and welcome two-spirit, gender queer, trans and non-binary people to Interim Place.*

### The Opportunity:

We are seeking an HR Manager to ensure that the agency’s Human Resource systems are efficient, effective and in accordance with Employment Standards to increase the capacity of Interim Place to meet its strategic goals and objectives. This position will drive the implementation and monitoring of the Attendance Management Program, Employee Wellness Program and Employee Engagement Strategies.

### Key Responsibilities:

#### Performance Management:

- Develop and implement HR strategies and initiatives aligned with the overall strategy
- Develop, monitor and revise as needed performance management systems and tools
- Offer support and guidance to managers and supervisors in the implementation of HR systems
- Report periodically HR outcomes/metrics to the leadership team (overtime, turnover, absenteeism, recruitment, training, grievances etc.)
- Participate in the Progressive Discipline Process for staff including writing letters and attending meetings
- Develop tracking tools to monitor and trend progressive discipline, grievance and legal issues.
- Review all performance evaluations and provide input
- Develop and monitor the internal HR policies, procedures and systems in conjunction with the Executive Director to ensure effective HR practices that are consistent with relevant legislation
- Work with the Business Manager or designate for financial approval related to items such as recruitment, training and staff/volunteer appreciation events
- Ensure compliance with all relevant legislation (ESA, Human Rights, Pay Equity etc.)

#### Health & Safety:

- Monitor compliance with Occupational Health and Safety legislation and serve as a certified management co-chair of the Joint Health & Safety Committee
- Maintain and oversee the Health and Safety Program within the agency in compliance with applicable legislation, which includes a yearly review with revisions as needed



### Recruitment Support:

- Coordinate the recruitment, orientation and training of staff and direct service volunteers as needed
- Coordinate maintenance and ongoing improvement of job descriptions
- Provide assistance in developing appropriate pre-screen and interview questions, as requested
- Prepare new employee letters as needed and monitor probationary requirements

### Labour Relations:

- Participate on the Labour Management Committee
- Participate in labour relations at the agency; which may include addressing complaints and grievances as outlined in the collective agreement, and attending union management meetings as required by Executive Director or her designate
- Attend regular management meetings and collaborates on organizational initiatives as a member of the leadership team

### Training & Development:

- Develop and monitor HR policies and systems, offering support and guidance as required (performance management, recruitment, orientation, training & development, attendance management, employee/labour relations, health & safety, compensation)
- Identify training needs and design agency training as required on topics such as health and safety, AODA etc.
- Arrange for up-to-date certification of staff for CPR, First Aid, and WHMIS plus maintain required records
- Develop and/or administer Employee Recognition Process and other projects as requested
- Collaborate with the Business Manager in the development and implementation of return to work plans
- Develop and administer an Employee Wellness Program
- Administer and monitor Employee Engagement Strategies and recommend new strategies to the Executive Director as needed

### Administration Support:

- Maintain and track labour relations matters and related files
- Complete other duties as assigned by the Executive Director or her designate.
- Update and maintain HR Files as needed
- Perform other duties as assigned
- Work in accordance with all agency policies and supports the mission, vision and values of the agency
- Ensure HR files are up to date

### External Relations:

- Represent Interim Place in the community as required by the Executive Director or her designate
- Participate in and assist with public education and awareness events and activities as required by Executive Director or designate
- Participate in staff training days, the annual general meeting and internal off-site events



**Qualifications:**

- CHRP designation preferred plus a relevant University Degree/Diploma
- Minimum of 2 years successful Human Resource experience in a non-profit agency
- Experience working in a unionized environment
- Strong management and supervisory skills
- Proficiency in word-processing, excel
- Certification in Health & Safety considered an asset
- Pragmatic problem-solving skills
- Excellent communicator and ability to interpret and explain written and statistical data to a wide range of audiences
- Ability to establish and maintain effective working relationships internally and externally
- Demonstrated commitment to women's and children's issues and working within a Critical Race, Feminist, Anti-Black Racism and Anti-Colonialism framework
- Experience working with women in areas such as violence, poverty, and homelessness
- Understanding violence against women as a complex social problem and the intersectionalities of sexism, racism, classism, colonialism, homophobia, transphobia, islamophobia, sanism, etc. on women's and their children's lived experience of violence
- Professional communication skills; dedicated to team building
- Ability to maintain confidentiality
- G Driver's License and access to a vehicle is required
- Preference will be given to Indigenous women
- 2nd language an asset

**Scope & Accountabilities:**

Hours: 37.5 hours per week, including evening hours and weekends as required. This position reports to the Executive Director.

**To apply:**

Please forward a resume and cover letter in PDF format, subject line: Human Resources Manager Application by 5pm, Tuesday, March 17, 2020, via email to [businessmanager@interimplace.com](mailto:businessmanager@interimplace.com). In your cover letter please include your compensation expectation and why you are the right person to help us succeed in meeting our strategic objectives.

No phone calls, please. We thank all applicants for applying, however, only those selected for an interview will be contacted.

We will provide employment accommodation (i.e. an accessible location, technical aids, accommodation during the interview, rescheduling of interviews that fall on religious holidays, etc.) if we are advised of an applicant's needs in advance of any part of the selection process.

Interim Place is committed to the development of an organization that reflects the community and women it serves. Applications from indigenous women, world majority women/women of colour, lesbian, gay, bisexual, trans and queer women, consumer survivors and women with disabilities are strongly encouraged.

**Date of Posting:** March 3, 2020

**Deadline:** March 17, 2020

