



WoodGreen Community Services Job Posting

WoodGreen Community Services is one of the largest social service agencies in Toronto. A founding United Way of Toronto member agency, WoodGreen has grown to span 36 locations and serves 37,000 people each year. WoodGreen helps people find safe, affordable housing, seniors live independently, internationally-trained professionals enter the job market, parents access childcare, children and youth access after-school programs, newcomers settle in to Canadian life, homeless and marginalized people get off the streets and youth find meaningful employment and training. Visit www.woodgreen.org for more information.

Job Posting Date:	April 10, 2017
Application Deadline:	Friday, April 21, 2017 @ 5:00 pm
Position Title:	Human Resources Generalist
Unit:	Central Services
Program:	Human Resources
Work Week:	35 hours per week
Salary Grid Level:	Non-Bargaining Unit
Status:	Non-Bargaining – Full-time/Salary

Program Summary

The HR team is responsible to develop and implement human resources programs and systems that help to achieve the overall vision, values and strategies of WoodGreen, while meeting the needs of key stakeholders. We will achieve this by:

- Creating and sustaining a culture that focuses on our people and the clients we serve
- Partnering with internal stakeholders
- Attracting and retaining great people
- Developing our people to reach their full potential
- Providing a total rewards program that is fair and competitive
- Supporting and promoting the health, safety, inclusivity and well-being of all employees

Main Responsibilities:

The Human Resources Generalist acts as the initial resource for staff and managers on HR related matters. The position provides HR guidance, direction and support for recruitment and selection, on-boarding, performance management, staff engagement, benefits and compensation. This position will support the team in the development and delivery of HR programs

- Supports full cycle recruitment process organization wide, including drafting job postings, supporting the screening applicants, developing screening tools and selection criteria.
- Supports the operational units to develop job descriptions and provide advice regarding staff models.
- Provides advice and direction to operational units on employee and performance management.
- Ensures all HR programs are implemented effectively and supports the creation of new programs to achieve the HR strategy.

Minimum Qualifications

- Required Education:**
- Bachelor's degree.
 - CHRP designation in place or in progress
- Preferred Experience:**
- 3-5 years' experience in Human Resources, preferably in a unionized setting.
- Other:**
- Thorough knowledge of employment, labour, human rights and other applicable statutes and legislation.
 - Ability to deal with all levels of staff and management, in a professional manner.
 - Ability to use professional knowledge and judgement in interpreting the collective agreement, insurance policies, and organizational policies, procedures and practices.
 - Ability to communicate effectively both orally and in writing with staff, management and external parties.
 - Creative thinker with the ability and willingness to adapt programs to improve outcomes.
 - Ability to influence and persuade others to take action while maintaining positive working relationships.
 - Knowledge of current recruitment strategies and online tools.
 - Ability to effectively analyze situations and recommend a course of action.
 - Ability to maintain discretion and confidentiality at all times.
 - Previous experience in the non-profit sector an asset.
 - Strong computer skills with proficiency with MS Office and the ability to learn new applications quickly. Previous experience with Emperform and Quandrant HR would be considered an asset.

To Apply:

Please submit your resume and cover letter, **quoting the position title in the subject line** as follows:

WoodGreen employees ONLY – apply to hrjobs@woodgreen.org. Please note that external applications sent to this e-mail will not be forwarded and will be deleted.

All other applicants – apply to careers@woodgreen.org.

We are an equal opportunity employer. We welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the Human Rights Code. We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the Human Rights Code, the Accessibility For Ontarians With Disabilities Act, the Pay Equity Act, the Occupational Health and Safety Act, and all other applicable legislation.

WoodGreen is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.