



## ANISHNAWBE HEALTH TORONTO

*Our mission is to improve the health and well-being of Indigenous people in spirit, mind, emotion, and body by providing Traditional Healing within a multidisciplinary health care model.*

### EMPLOYMENT OPPORTUNITY

## HUMAN RESOURCES GENERALIST

Regular/Full Time



*Anishnawbe Health Toronto is a fully accredited community health centre which offers access to health care practitioners from many disciplines including Traditional Healers, Elders and Medicine People. We are recruiting a Human Resources Generalist to join our multidisciplinary team which addresses the social determinants of health.*

*We have broken ground for our new home of Anishnawbe Health Toronto, an Indigenous Hub in the West Don Lands. We expect to be completed in the spring of 2023. Join our dynamic team and the exciting programs and services offered at AHT and our collective work to support the reclamation of culture and identity.*

#### **Duties & Responsibilities:**

- Provide HR support and advice to management and employees to ensure the fair and equitable application of Human Resources policies and procedures, assist with general inquiries

- Foster positive employee relations and effectively manage employee relations issues, Coach and counsel both management and employees on conflict resolution, disciplinary action and other employee relations issues.
- Work with Supervisors/Managers to prepare corrective action letters as necessary and support the annual performance management process for all employees.
- Assist and/or lead employee complaint and investigation process, as needed.
- Assist in the implementation and communication/training of all HR policies and procedures.
- Liaise with Managers in recruitment and selection process (posting jobs internally and externally, conducting pre-screening interviews, schedule interviews, and ensure completion of background checks and employment references, prepare and present job offers.
- Host new hire employee orientations as required, and ensure all onboarding, paperwork and mandatory legislative trainings are completed.
- Act as liaison with the temporary agency for managing temp to perm candidates and the hiring process.
- Prepare multiple reports, such as time and attendance, turnover and recruitment/staffing.
- Participate in staffing meetings with managers to understand hiring needs in AHT.
- Complete exit interviews and provides feedback to ED.
- Assist team in disability management and return to work programs for non-work-related claims. This may include communication with WSIB, insurance representatives, physicians, and other applicable parties.
- Assist in the completion of LTD forms as required.
- Manage the document control process for job descriptions, HR policies and procedures.
- Participate in various Human Resources initiatives and projects in support of AHT goals.
- Responsible for the administration for benefits plan.
- Perform all other duties assigned.

**Qualifications & Experience:**

- An Undergraduate Degree in a field related to personnel management such as Business Administration, Commerce, or Psychology.
- HRPA member in good standing with CHRP or CHRL designation.
- At least 5 years of progressively senior role experience preferably in Healthcare or Not for profit sector.
- Significant experience with all aspects of full cycle recruitment.
- Working knowledge of employee Compensation & benefit plans.
- Hands on experience in developing training plans and developing and updating employment policies.
- Previous experience using a Human Resources Information System.
- Knowledge of HR best practices, policies and standards.
- Detailed understanding of HR legislation (OHSA, ESA, AODA, OHRC etc.).
- Advanced user of Microsoft Office tools including Excel, Word and PowerPoint, HRIS.

- Working knowledge and hands on experience of Synerion Time & Attendance Management System will be considered an asset.
- Social media awareness and proficiency.
- Excellent client service skills and problem-solving skills.
- Ability to maintain confidentiality and handle highly confidential issues and documentation.
- Attention to detail and ability to produce accurate documentation on a timely basis.
- Fluent writing skills and accuracy in spelling and grammar.
- Time management skills and ability to work well under pressure and prioritize competing demands.
- Ability to recognize situations or judgement calls that should be brought to management for resolution and decision-making.

**How to Apply:** Please submit your cover letter and resume by email to [generalist@aht.ca](mailto:generalist@aht.ca) as a single document, with your name and “HR Generalist” in the subject line. If you have questions about the process, please call 416-360-0486 x 222

**POSITION WILL REMAIN OPEN UNTIL FILLED**

Anishnawbe Health Toronto offers a competitive salary, a comprehensive benefits package, a commitment to your professional development and a supportive workplace environment.

***Anishnawbe Health Toronto is committed to diversity and values the contribution of its employees from diverse backgrounds and experiences. We welcome applications from Aboriginal persons, visible minority group members, women, and persons with disabilities, members of sexual minority groups, and others who contribute to greater diversity of perspectives.***

(If you are invited for an interview and require accommodation, please let us know)

***Meegwetch to all applicants, however, only those selected for an interview will be contacted***