



JOB PROFILE

POSITION TITLE:	Human Resource (HR) Generalist	LOCATION:	Administration Office
DATE:	July 2020	REPORTS TO:	Director of HR
APPROVED BY:	K. Knockaert, Director of HR	DIRECT REPORTS:	None
CLASSIFICATION:	Fulltime	REVIEWED BY:	
		INCUMBENT:	

OVERALL RESPONSIBILITY: The HR Generalist is responsible for promoting HR practices and objectives that foster a productive culture in the organization that values diversity, empowerment, trust and respect for all. This position works to ensure all HR development initiatives align with organizational priorities and goals to meet our vision, mission and values. Contributing to day-to-day operations, the generalist administers HR programs, monitors Human Resource Information Systems, develops and implements employee retention and recognition strategies, monitors HR data & statistics, communicates and advises on employment standards, policy and procedure and labour relations, assists in recruitment and screening and engages in the onboarding and training of employees. In addition, this role monitors and manages paid and protected leaves of absence; promoting a collaborative disability strategy that optimizes the health and productivity of the organization's workforce through prevention, education, rehabilitation, work accommodation and return to work support. The HR Generalist is actively involved in networking, planning, administration and evaluation of HR services to contribute to the ongoing development of our workforce.

SPECIFIC RESPONSIBILITIES:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Communication: Interact effectively with the Epic Opportunities team and the community-at-large, modelling our values in all relationships. Ensure that both written and verbal communication is clear and effective on a consistent basis with all internal and external stakeholders. Respond to employee queries and resolve issues in a timely and professional manner. Ensure information and data collected or received is communicated in a timely manner. Demonstrate an understanding of legal and ethical standards related to confidentiality, professional conduct and practice. 1. Human Resource Management: Actively participate in HR functions including end-to-end recruitment and screening, orientation, training and development of employees. Model a standard of excellence in day-to-day work, providing leadership and guidance to the management team in areas of HR practice, and lead them through changes to better accomplish the mission. Develop strategies addressing employee engagement, continuous improvement and performance excellence, employee safety, wellness and health. Participate in developing organizational guidelines, policy and procedures. Ensure all employer-related legislative and legal requirements are met. 2. Administration: Participate in and lead committees that contribute to improvements in HR systems. Ensure statistics related to HR are compiled and analyzed for evaluation of existing strategies and development of future strategies. Ensure all employee records are maintained and updated with new hire information or changes in employment status. Keep up to date with | <p>employment standards, human rights and other legislative and legal requirements for employers. Keep abreast of training resources, trends and developments relevant to employee learning.</p> <ol style="list-style-type: none"> 3. Paid/Protected Leave Management and Wellness: Administer and manage all aspects of paid and protected leaves of absence programs and accommodation processes while providing consultation to ensure effective utilization of appropriate programs (i.e. benefits, WCB, MPI, employment standard leaves, etc.). This includes claim initiation and submission review, ensuring effective case management by all involved parties, monitoring accommodations and maintaining appropriate contact with employees, management and external supports. Ensure accuracy in reporting while providing support to our employees and leaders to ensure a positive claim/paid leave experience. Provide support for the programs through the interpretation and understanding of all internal and external policies and procedures related to paid and protected leave of absence. Establish effective return to work and accommodation strategies in a proactive and educational manner. Support and help drive all wellness initiatives. Track absence related data in order to produce reports, statistics and analysis to allow for proactive leave management. Create and maintain all internal paid and protected leave claim and accommodation files. 4. Public Relations/Networking: Build, maintain trust and support creative partnerships with internal and external networks including other community organizations. Make use of these networks to further the work of the organization and its presence within the community. |
|--|---|

<p>Participate in community events related to the promotion of the organization. Update job knowledge by participating in educational opportunities, reading professional publications and participating in professional organizations.</p> <p>5. Evaluation and Follow-up: Contribute to the development and implementation of both informal and formal evaluation tools that rate the effectiveness of HR strategies and staff development initiatives. Obtain</p>	<p>feedback on employee satisfaction, engagement and other related HR initiatives for the purpose of making recommendations for improvements. Track market trends and opportunities for organizational HR needs and planning.</p> <p>This position works within the HR team and shares responsibilities as required.</p>
---	--

<p>CORE COMPETENCIES</p> <ul style="list-style-type: none"> • Building Relationships • Developing Others • Integrity • Listening, Understanding, Responding • Quality of Service 	<p>JOB SPECIFIC COMPETENCIES:</p> <ul style="list-style-type: none"> • Professional Excellence • Flexibility • Information Gathering and Analysis • Opportunity Seeking • Teamwork • Strategic Thinking
--	--

QUALIFICATIONS:	
<p>Education & Experience</p> <ul style="list-style-type: none"> • Relevant certificate or degree in Human Resource Management, preferred. • Certified Human Resource Professional (CHRP) designation an asset. • Two years' experience in Human Resource Management, including exposure to leave of absence programs preferred. • Experience in a human service setting an asset. • Familiarity with Human Resource Information Systems and database systems an asset. • Other combination of related education and experience may be considered. 	<p>Skills & Abilities</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills, combined with the ability to be compassionate, understanding when dealing with employees during challenging situations. • Ability to manage several projects at a time, be organized and set priorities in a fast-paced environment while working independently or in a team setting. • Ability to use judgment and reasoning, balance strengths and weaknesses of different options; decide on the best course of action. • Familiarity with employment standards, human rights and other legislative and legal requirements for employers. • Experience with corporate wellness programming. • Solve practical problems and deal with a variety of concrete variables in situations where compliance with legislation may or may not exist. • Continuously be alert, precise and patient, have a good memory and the ability to concentrate. • Be resourceful, a good listener, be creative and imaginative. • Good working knowledge of Microsoft Office, online meeting platforms and audio/visual equipment. • Ability to read and write correspondence in English. • Commitment to excellence, with a team spirit and ability to educate others. • Active commitment to ongoing personal development in HR field and continuous learning. • Use of personal vehicle an asset.