

## SENIOR HUMAN RESOURCES GENERALIST FULL-TIME PERMANENT – ALMONTE, ON

Carebridge Community Support is seeking a Senior Human Resources Generalist to join our team in November of 2021. Carebridge is one of the largest employers in Lanark County, working on a non-profit basis. Carebridge fosters caring, strong, and inclusive communities across the County. We contribute to the development of a person-centered, vibrant community by developing and providing services that help the community's most vulnerable feel welcome, supported, engaged, and connected to others. Our three pillars of service include Developmental Services, Senior Services and Affordable Housing.

Reporting to the Director of Human Resources, the Senior Human Resources (HR) Generalist will primarily be responsible for running the daily functions of the HR department and providing general HR Support to Carebridge staff and management. The HR Generalist will assist the agency in achieving their goals by actively participating in all HR cycles and processes in a positive and proactive manner.

### SUMMARY OF JOB DUTIES:

- Perform routine tasks required to administer and execute HR programs including but not limited to compensation, benefits, leave, disciplinary matters, disputes and investigations, performance and talent management, recognition, morale, training, and development,
- Advise employees and managers on the interpretation of Agency policies and practices, and the collective agreement,
- Manage and resolve complex employee relations issues and address grievances. Conduct effective, thorough, and objective investigations as required,
- Prepare memoranda, correspondence, policies, reports, proposals, job descriptions, policies, and other employment documentation as required,
- Lead the full recruitment cycle including posting job vacancies, screening applicants, interviewing, negotiating job offers and onboarding for non-unionized staff,
- Provide day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions etc.),
- Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention,
- Stay abreast on compliance requirements and industry best practices; recommend changes or modifications to existing policies and programs to remain in compliance; and adopt best practices where feasible,
- Conduct exit interviews with resigning employees to gain a more in-depth understanding as to why they are resigning,
- Provide guidance to the payroll department to ensure accurate processing of sick pay, benefits, and vacation payouts.

### Staff Supervision Requirements:

In the absence of the Director of Human Resources, the Senior HR Generalist will provide **temporary** leadership, support, and guidance to an assigned group of employees, and,

- Build trust and camaraderie between team members and promote conflict resolution,
- Inspire and motivate team members in achieving goals,
- Foster learning, development, and operational expertise in staff by guiding and mentoring staff through coaching and performance management.

**EDUCATION, SKILLS AND ABILITIES:**

- Bachelor's Degree or Diploma in Business Administration, Human Resources specialty preferred,
- Proven experience as an HR Generalist/Business Partner,
- Knowledge of and exposure to a range of human resources activities, including the following: recruitment, orientation, compensation and benefits, performance management, employee relations, and employee communications,
- Strong knowledge of employment legislation and working knowledge of collective agreements,
- Ability to effectively communicate both verbally and in writing,
- Ability to interpret and implement company policies and procedures,
- Demonstrated time management skills,
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment,
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion,

**Assets:**

- Experience working in a unionized environment,
- Working towards or CHRP Designation achieved.

**Mandatory Requirements:**

- A clear Criminal Record Check for the Vulnerable Sector within the last 6 months is required.

**INTERESTED IN APPLYING FOR A POSITION AT CAREBRIDGE?**

Please email resume to [careers@carebridge.ca](mailto:careers@carebridge.ca)

Fax: 613-256-1185

Carebridge provides full-time and part-time permanent employees with a competitive benefits package and employment perks like vacation, paid sick and personal time, training and development. As a team member, you and your qualified dependents are eligible to participate in a benefit plan that ensures a comprehensive level of protection through competitive health care including extended healthcare and drug plans, dental and, disability income protection, life insurance, group retirement savings plans, and an employee and family assistance program.

Carebridge is an equal opportunity employer prizing diversity and inclusion. We are committed to treating all employees and applicants for employment with respect and dignity. If you require assistance and/or an accommodation due to a disability during the application or the recruiting process, we can assist.

We thank all applicants, but only those selected for an interview will be contacted.