



JOB POSTING

POSTING #: 2024-35

POSITION TITLE: HR GENERALIST

SALARY RANGE: 72,000 – 84,240 FOR 40 HOURS PER WEEK

THE OPPORTUNITY

Join one of the Top 10 Canadian Youth Impact Charities of 2022 today! Since 2010, Charity Intelligence has awarded Eva's with high marks for financial transparency, accountability to donors and cost-efficiency.

Learn more about Eva's Initiatives and the work that we do.

[About Us - Eva's Initiatives for Homeless Youth \(evas.ca\)](#)

ROLE OVERVIEW

The Human Resources Generalist is responsible for performing a wide range of services related to all functional areas of human resources on a professional level and works closely with management in supporting all programs and locations. This role will be accountable for creating systematic processes and coordinating HR Programming across the organization and ensuring all scheduling requirements across all sites are met. The incumbent will work collaboratively with managers to ensure that all HR policies and legal compliances, as well as collective agreement obligations are met. They will assist in establishing departmental measurements that support the accomplishment of Eva's strategic goals.

This position's key focus is recruitment and will report to the senior Manager, Organizational Development.

RESPONSIBILITIES

- Responsible for all HR functions throughout the organization such as compensation, labour relations, training and development, talent management, health and safety, employee relations, benefits administration.
- Leads the recruitment and interviewing process for assigned client groups. Works collaboratively with hiring managers to determine role requirements, job descriptions and sourcing strategies. Administers a full cycle recruitment process including sourcing, screening, interviewing, preparing offers letters and conducting onboarding and off-boarding.
- Provides guidance and advice to management and employees on human resources related matters in accordance with applicable legislations as well as internal policies, processes, and procedures.

- Protects the interests of employees and the company, ensuring alignment with company human resources policies and governmental laws and regulations.
- Administers and coordinates as needed with other HR team members and the payroll and accounting team.
- Maintain employee-related databases, ensuring employee information is accurate and up to date.
- Writes, revises, edits, and proofreads agency policies and procedures and related documents as needed including job descriptions.
- Completes special projects by clarifying project objectives; setting timetables and schedules; conducting research; developing and organizing information.
- Develops, facilitates, updates, and maintains the new staff orientation program and works on continuous improvement and automation.
- Leads the Joint Health and Safety Committee and ensures proper documentation and record keeping of all incident/accident reports, monthly inspection reports.
- Manages all employee leaves, including, but not limited to legislated leaves, sick leaves, education leaves and leaves of absences. Disability management, return to work, work accommodation and attendance. This may involve working with third party carriers as required to manage long term disability, WSIB and other if applicable.
- Coaches and supports management on leave processes.
- Recommends employee relations practices necessary to establish a positive employer-employee relationship and promote high level of employee morale and motivation.
- Conducts investigations when employee complaints or concerns are brought forth.
- Advises managers and supervisors about the steps in the discipline process
- Counsels managers on employment issues.
- Supports all members of the People and Culture teams as needed.
- Acts in accordance with and incorporates Eva's Code of Ethics, Confidentiality, Anti-Oppression/Anti-Racism, Harassment & Discrimination policies, etc.
- Uses sound judgment in consideration of financial resources.
- Complies with Eva's financial policies and procedures.
- Other duties as required.

Learning and Development- Assist and support the senior Manager, Organizational Development in.

- Evaluating training needs for the organization.
- Assist with the implementation of a performance management system.

- Assist with the creation of in-house training systems (employee orientation, management development, cross-training, impact of training).
- Works with management in all performance related issues, including identifying strategies for performance related issues and progressive processes
- Coaches and supports management in performance related issues.
- Facilitate training workshops to managers and employees.
- Maintain employee training records.

Human Resources Information System (HRIS)

- Responsible for the implementation, support and maintenance of the Human Resource Information Management System.
- Technical point-of contact for information systems supporting HR planning and operations.
- Works closely with other subject matter experts to ensuring data integrity, testing of system changes, report writing and analyzing data flows for process improvement opportunities.
- Supports system upgrades, patches, testing and other technical projects as assigned.
- Research and resolve system problems, unexpected results or process flaws; perform scheduled activities; recommend solutions or alternate methods to meet requirements.
- Liaison with third parties and other stakeholders.
- Write, maintain and support a variety of reports or queries utilizing appropriate reporting tools.
- Assist in development of standard reports for ongoing customer needs. Help maintain data integrity in systems by running queries and analyzing data.
- Develop user procedures, guidelines and documentation. Train staff members and managers/supervisors/administrator on new processes/functionality. Train new system users.

Project Management

- Coordinate all project related work including workback plans and project plans to meet deadlines and reporting requirements
- Ensures HR audits of activities to ensure compliance/ensure integrity of all service areas (i.e., orientation surveys, exit interviews etc.) are completed in a timely manner
- Create HR Reports as requested by the People & Culture leadership team
- Timely follow up and scheduling of human resources deadlines, deliverables and maintaining accurate documentation as required.

Scheduling

- Prepare, coordinate, and post the staff shift schedules in accordance with the collective agreement.
- Handle last minute schedule changes and fill open shifts in a timely manner.
- Communicate the scheduling process and shift assignments with both front-line workers and management.
- Assist with schedule changes and ensuring shift bookings are correct.
- Liaise with staffing agencies and report on agency usage
- Responsible for maintaining and updating phone, e-mail, and directory lists as required.
- Recommend process changes to continuously improve shift scheduling.
- Assist with the design of shift schedules.
- Support the implementation of a software solution to manage and coordinate schedules effectively and ensure integration with other software
- Recommend process changes to continuously improve shift scheduling.
- Update call around sheets as necessary with new staff or changed availabilities
- Create manuals to assist HR team with onboarding of staff
- Other assignments as directed.

Payroll and Time and Attendance

- Check timecards before submission for each payroll
- Manage timecard exceptions by informing managers of next steps
- Manage schedules on HRIS for all frontline staff
- Contact vendor representatives in the event of any escalated troubleshooting problem
- Create and manage payroll reports for Finance team
- Create reports for payroll and time and attendance
- Set up new pay codes, department codes, job class and other codes as per finance requirements
- Keep up to date with any interface updates for the software system and make any changes that are necessary.

QUALIFICATIONS

- Undergraduate degree plus a post-secondary certificate in Human Resources plus 5 years' progressive experience in Human Resources; HR exposure within a profit or non-profit environment.
- CHRP designation or in progress and affiliation with HR Professional Association preferred

- Strong HR Generalist background in a unionized environment with core competencies in all HR Functions
- Advanced HRIS experience is a definite asset
- Excellent computer skills in Microsoft office (Excel, Word, PowerPoint and Outlook) and databases
- Good understanding of group dynamics and employee / employer relation principles.
- Flexible and results-oriented approach to work within a relatively structured environment with multiple sites.
- Demonstrated ability to build relationships and quickly gain credibility to influence and provide coaching.
- Demonstrated ability to maintain professional behavior in challenging situations and ability to maintain strict standards of confidentiality.
- Proven ability to enhance department and organization's reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments
- Good communication skills, including written, verbal and good facilitation and presentation skills.
- Sound judgement to maintain strict confidentiality and handle sensitive employment issues.
- Good analytical and critical thinking skills combined with common sense.
- Proven time management and organizational skills to manage competing priorities
- Commitment to Eva's guiding principles: reflective, learning organization, young people at the center, relationship focused, justice doing it.

APPLY

Submit a cover letter and resume in one document by **July 11, 2024**, to careers@evas.ca Be sure to indicate **2024 – 35 HR Generalist** in the title. No phone calls, please.

CONDITIONS OF EMPLOYMENT

<https://www.evas.ca/conditions-of-employment/>

LAND ACKNOWLEDGEMENT

<https://www.evas.ca/land-acknowledgement/>


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Eva's Initiatives for Homeless Youth

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 Connect with us @evasinitatives.