

HUMAN RESOURCES COORDINATOR

This is an exciting time to join the Youthdale team. In this recently created permanent, full-time position as Human Resources Coordinator, you will be responsible for working closely with our leaders and staff to encourage a work environment that supports growth and learning.

Reporting to the Director, Human Resources & Administration, you will deliver professional front-line support and administrative services on a variety of human resources functions in a multi-site environment for staff and leaders within Youthdale. You will also support the Director in the achievement of the organization's human resources objectives, priorities and other operational human resources matters.

AREAS OF RESPONSIBILITIES

- ❖ **RECRUITMENT**
- ❖ **ONBOARDING**
- ❖ **HR RECORDS AND ADMINISTRATION**
- ❖ **HR PROJECTS**
- ❖ **EMPLOYEE RELATIONS AND SUPPORT**

- Participating in the recruitment process, including posting positions, screening resumes, scheduling interviews, coordinating interviews, and maintaining posting inventories and recruitment databases.
- Coordinating new employee on boarding process by scheduling and delivering orientation to human resources policies and procedures, and liaising with Youthdale's personnel for the delivery of required training and assisting payroll with compensation and benefit related documentation.
- Managing human resources records and all associated human resources files.
- In consultation with the Director, updating human resources policies and communicating changes to staff, as required.
- Serving as initial point of contact for Youthdale's human resource policies, guidelines, procedures and processes.
- Supporting the Director of Human Resources & Administration in the execution of the Human Resources strategy and priorities.

A detailed job description is available, upon request.

QUALIFICATIONS

Education and Training:

- Degree/diploma in Human Resources, Business, or Social Sciences
- Certificate in Human Resources and completed CHRP or working towards CHRP

Experience:

- Minimum of 2 years' experience in HR with good experience in recruitment and selection, HR administration, employee relations, compensation and benefits
- Experience working in the not for profit sector including hospital or health care setting an asset
- Equivalent combination of education and experience
- Experience in an Human Resource Coordinator/Assistant role

Skills and Abilities:

- Knowledge of/familiarity with applicable government legislation, policies and procedures
- Familiarity with relevant legislation and progressive human resources practices
- Strong project management skills
- Demonstrated communication (verbal/written/listening) skills with ability to demonstrate tact and diplomacy, decision-making, and analytical/problem solving skills
- Demonstrated ability to work independently and with diverse teams and stakeholders on common issues and objectives
- Excellent organizational and administrative skills, with strong attention to detail
- Ability to take initiative and multi-task, with proven time management skills
- Ability to deal with sensitive, confidential information and documentation with discretion and tact
- Strong interpersonal skills with the ability to interact and build relationships proactively with employees at all levels
- Flexibility and adaptability, with the ability to work with distractions and adjust to change
- Adaptability to handle multiple and competing priorities

Other Skills:

- Experience/Familiarity with HRIS systems
- Demonstrated proficiency in the use of computer software (Microsoft Word, Excel, PowerPoint, Access, and SharePoint) essential.

ABOUT YOUTHDALÉ TREATMENT CENTRES

Youthdale (www.youthdale.ca) provides comprehensive, integrated mental health services to children and their families, connecting them with the right programs and services, both at Youthdale and in their communities. We meet the complex needs of children and youth with a team of highly skilled and dedicated psychiatrists, psychologists, neurologists and neuropsychologists, social workers, nurses, and child and youth workers.

APPLICATION

At Youthdale, we are committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. Youthdale is committed to providing accommodation in all parts of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Please email your cover letter and an updated resume, by November 8, 2018 to careers@youthdale.ca. Please insert: *Human Resources Coordinator* in the email subject line.