

## **JOB DESCRIPTION**

**TITLE:** Human Resources Generalist

**REPORTS TO:** Finance Manager

**DEPARTMENT:** Finance and Administration

---

### **POSITION SUMMARY:**

The HR generalist will have both administrative and strategic responsibilities, helping Shalom Village to plan and administer important functions, such as staffing, training and development, and compensation and benefits.

---

### **TASKS:**

#### **KEY TASKS:**

- Assist in developing and executing Human Resources procedures and policies, providing guidance and interpretation for business operations
- Participate in development of HR objectives and systems, including metrics, queries, and standard reports
- Assist in administering benefits, compensation, and employee performance programs for union and non-union employees
- Suggest new procedures and policies to continually improve efficiency of the HR department and organization as a whole, and to improve employee experience
- Ensure compliance of HR provincial and federal regulations and applicable employment laws, and update policies and/or procedures as required

#### **Specific Tasks Include:**

- Administer compensation and benefit plans
- Assist in talent acquisition and recruitment processes, including preparing letters of hire and payroll / benefits onboarding.
- Develop, prepare and implement improved employee onboarding processes with collaboration with cross-functional departments
- Provide an effective and dedicated HR advisory service to employees in relation to absence and health issues, conduct and capability, grievance matters, organizational change, and all other employee-relations matters
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise



- Promote HR programs to create an efficient and conflict-free workplace
- Assist in development and implementation of human resource policies
- Undertake tasks around performance management
- Gather and analyze data with useful HR metrics, like absenteeism and employee turnover rates
- Assist in the development and implementation of annual employee performance reviews
- Provide support to managers / supervisors in disciplinary and grievance matters
- Maintain employee files and records in electronic and paper form
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities
- Ensure and / or advice on compliance with labour regulations and the applicable union collective bargaining agreement
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart
- Assist in developing and implementing an employee engagement program
- Work with leaders to update and develop job descriptions

---

**The above tasks are representative but not all-inclusive.**

**QUALIFICATIONS:**

- Degree or Diploma in Human Resources Management or Business Administration – Human Resources is required
- Three (3) + years Human Resources experience is required, preferably in a Generalist role. Senior's care or health care experience is a definite asset
- Working towards or attained CHRP Designation is preferred
- Strong computer skills working with MS Office applications (Outlook, Word, Excel, Teams, PowerPoint)
- Experience utilizing Staff Schedule Care or other similar scheduling systems would be an asset
- Strong written and oral communication skills
- Excellent organization skills and ability to multi-task

Please apply with cover letter and resume to Maria Howard, [maria.howard@shalomvillage.ca](mailto:maria.howard@shalomvillage.ca)