



Role: Manager of HR
Revised: March 2024
Salary: Commensurate with experience

Reports to: Chief Executive Officer
Weekly Hours: 37.5 Hours per week

ABOUT SHALOM VILLAGE:

Shalom Village is a non-profit campus of care that specializes in the health and wellbeing of Hamilton area seniors. We provide an unwavering commitment to making every day the best day possible for the seniors who depend on Shalom Village services and programs.

Through their dedication, training and commitment to seniors, our team members transform the lives of older adults through a variety of programs and services, including long-term care, senior living apartments, fitness, community wellness and social programs.

Our long-term care services provide a homey environment and programs for frail seniors, while our assisted living apartments are perfect for more active seniors. Our fitness and community programs support local seniors living at home, while also providing them with the opportunity to socialize with their peers, learn new skills, and stay healthy and fit. ***Shalom Village is here to help create moments that matter for every senior!***

**Founded by the Jewish Community, for the benefit of all seniors throughout the Hamilton Region, our Jewish values and traditions ensure that all residents & participants, benefit from the respect, compassion, and dignity inherent in the Jewish faith. We welcome and celebrate individuals from all backgrounds, faiths and cultures.

MISSION, VISION & VALUES

Our Vision: Honouring our Fathers and our Mothers

Our Mission: To provide opportunities for the continuity of life interests, values, and relationships for those who need supportive housing, long term care, convalescent care, adult day services and specialized fitness facilities within the context of Jewish Values and Kashruth. We want all those who need our services to feel AT HOME.

Our Values: At Shalom Village we use the acronym AT HOME to provide a clear link between our vision, mission, values, and most importantly how these guiding principles are brought to life for all our stakeholders.

- **Acknowledge:** We will listen to each other and commit to being approachable, trustworthy, and helpful while valuing each person's contributions, perspectives and differences.
- **Together:** We will support each other and believe that together we can achieve anything.
- **Home:** We will create a feeling of comfort, trust, familiarity, and safety that honours Jewish Values and brings about each individual person's feeling of being at home.
- **Organization:** We will strive for learning, innovation, accountability, transparency, and excellence.
- **Memories:** We will share memories and create new ones through relationships, sharing, and celebrations.
- **Enablement:** We will empower, encourage, and focus on each other's strengths to make possibilities possible and accomplish our goals.

As a charity that depends on donor support, Shalom Village Staff play a vital role in our ability to deliver the lifesaving programs that benefit Shalom Village residents and participants. It is crucial that staff members believe-in the power of philanthropy to bring people together to support the hundreds of seniors, and family members whose lives we impact every day. Our staff members are important ambassadors, donors, and members of the Shalom Village Family. We encourage all staff to join us as we harness the power of philanthropy to help us build a thriving community for our seniors, our families, and our staff.

Acknowledged · Together · Home · Organization · Memories · Enablement

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Manager of Human Resources

Shalom Village is currently seeking a dedicated and experienced Human Resources and Labor Relations Leader to join our Leadership team. The Manager of Human Resources plays a crucial role in planning, organizing, directing and evaluating the human resources function for the organization. The Manager of Human Resources will develop and implement policies and procedures pertaining to human resources and labor relations. This position requires a dynamic individual who is detail oriented, organized, person centered and is able to effectively manage multiple responsibilities in a fast-paced environment.

At Shalom Village, we offer a supportive work environment, competitive compensation, and opportunities for professional growth and development. This is an exciting opportunity for a dedicated individual who is passionate about making a positive impact on the lives of seniors and their families. If you are ready to join a team that is committed to providing exceptional care and services to our community, we encourage you to apply to this exciting opportunity.

Key responsibilities include, but are not limited to:

Responsibilities:

- Fostering positive labor relations through the cultivation of an interest-based relationship with union leaders, and the proactive and collaborative identification and resolution of issues.
- Plan, organize, direct and evaluate the human resources and labor relations for the organization.
- Deliver recruitment services including front end needs analysis, job postings, interviewing and making offers of employment in collaboration with the hiring leader.
- Ensuring the consistent and appropriate interpretation and application of union collective agreements, employment statutes and human resources policies and procedures. Being a resource to the Leadership on HR policies and agreements, disputes, terminations and disciplinary actions.
- Support the development and implementation of performance management systems and practices.
- Enhancing the knowledge and effectiveness of leaders through training, mentorship and the development of supporting tools and practices.
- Developing creative interest-focused solutions to operational issues (initiatives and disputes) based on in-depth knowledge of legislation and collective agreements, as well as broad understanding of healthcare operations.
- Support the development and implementation of performance management systems and practices.
- Leading Labor Management discussions with their assigned union group(s), representing Shalom Village on policy/group grievances and facilitating the resolution of individual grievances through effective mediation and negotiation strategies and tactics along with the respective Leader.
- Developing Minutes of Settlements, Memorandum of Agreements and Letters of Understanding, as required to resolve issues and promote collaborative labor relations;
- Leading the development of collective bargaining proposals, researching and analyzing trends and best practices, and actively participating in negotiation strategy and execution.
- Maintaining and enhancing expert knowledge of human resources, labor relations best practices and emerging trends and case law.
- Monitors WSIB claims and working with the appropriate Leaders to respond to the needs of the employees that maintains their and Shalom Villages integrity, trust and serves our residents.
- Promotes a culture of philanthropy.
- Performs other duties as assigned.

The successful applicant will possess the following qualifications:

- Successful completion of a Bachelor's degree in human resources, Labor Relations, or other as acceptable to Shalom Village in conjunction with Human Resources Management Certificate.

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- Minimum (3) three to five (5) years recent, related job experience.
- Certified Human Resources Leader (CHRL) preferred.
- Expert knowledge of collective agreements, labor and employment legislation.
- Expert knowledge of labor relations processes (e.g. grievance, mediation, arbitration and negotiation).
- Working knowledge of the Regulated Health Professionals Act, Personal Health Information Protection Act and Occupational Health and Safety Act.
- Expert level knowledge working with relevant legislation including Employment Standards Act (ESA), Ontario Labor Relations Act (OLRA), Ontario Human Rights Code (OHRC), Pay Equity Act (PEA).
- Broad understanding of healthcare and senior services operations across the organization to inform discussions at collective bargaining and creative solutioning of operational issues.
- Proficient knowledge of human resource principles (e.g. progressive discipline, performance management, payroll, benefits, compensation and recruitment and selection).
- Proficient computer skills, including Microsoft Office Suite.
- Demonstrated mediation and negotiation skills.
- Demonstrated conflict management skills.
- Ability to train, coach and mentor.
- Proven ability to work independently and collaborate with members of an interdisciplinary team.
- Demonstrated knowledge of and commitment to the principles of person centered care.
- Must understand or be willing to learn about the *Fixing Long Term Care Homes Act* and Regulations.
- Thrive in a busy, collaborative, and caring environment.
- Flexibility, resilience and adaptability to changing needs and demands of the program and organization.
- Must have strong communication, leadership, organizational and interpersonal skills.

Shalom Village is committed to diversity and inclusivity. We are excited to hire people whose skills, attitude, and abilities contribute to the success of the organization and who reflect the values of our community.

***Shalom Village recognizes that the right fit for a position is more than just a list of criteria. If you believe you may be a good candidate, but you don't meet all the criteria, please apply, and tell us why you're a great fit in your cover letter. You may be just the person we are looking for.*