

STONEHENGE THERAPEUTIC COMMUNITY

Human Resources Manager (Full-time)

POSITION SUMMARY

Under the supervision of the Executive Director, and with input and collaboration from the Leadership Team, the Human Resources Manager will be responsible for the following:

Policy Development & Maintenance

- As the Accreditation Project Coordinator, liaise with the Canadian Centre for Accreditation (CCA) to prepare for and implement the Agency's first accreditation cycle
- With input from the CCA and the Leadership Team, complete the necessary (initial and on-going) review of policies and procedures, and revise and draft policy and procedure as required
- Provide oversight to the maintenance of the PolicyTech policy management system
- Regularly review and update policies and procedures on behalf of the Agency in accordance with requirements of our accreditor, relevant legislation, and funding sources

Human Resources Support

- Compile recruitment forms/packages
- In collaboration with Hiring Supervisor, assist in the recruitment process as required
- Develop job descriptions based on interviews and relevant job information
- Identify training and development needs based on job descriptions, objectives and discussions with managers
- Support the effective use of performance development at the Agency
- Support managers in complying with the Employment Standards Act and the Ontario Human Rights Legislation around all HR practices
- Provide managers the support in working through challenging HR issues including employee performance issues, recruitment and termination decisions, succession planning, career development and any other area related to human resources
- Support in the termination of employees by coaching the manager, drafting an exit strategy, drafting documentation
- Support managers in the effective use of the Agency's compensation structure

Privacy Officer

- Be knowledgeable of privacy legislation including PHIPA
- Be knowledgeable of STC funder requirements as it pertains to privacy and confidentiality of client information, including Public Works and Electronic Health Record
- Represent the Agency's privacy interests when interfacing with funders and the general public as required
- Investigate suspected and actual breaches of information, and follow up on complaints

Public Complaints Investigation

- Notify the Executive Director of any complaints from the public
- Follow-up on complaints in a timely fashion
- Conduct interviews of involved parties in the complaint
- Write a detailed summary of complaint investigation and provide report to the Executive Director, or designate, for follow up and resolution

- Provide any necessary follow up with staff or other individuals as advised by the Executive Director, or designate

Student Placement Coordinator

- Liaise with Leadership Team to determine ability to host placement students
- Maintain relationships with college and university field placement coordinators
- Recruit, screen, and interview potential students
- Follow-up with students to have them complete an evaluation survey prior to end of placement

Agency Leadership

- Actively participate as a member of the Leadership team
- Meet regularly with the Leadership Team to develop and implement the agency's strategic directions and inform high level operations such as risk management, community partnership, policies and processes

COMPETENCIES

- Excellent computer knowledge including but not limited to email, Internet and Microsoft Office Suite
- Advanced knowledge and skill in Microsoft Word required
- Ability to work independently in a fast-paced team environment
- Excellent ability to organize, manage multiple tasks and prioritize
- Excellent time management and organizational skills
- Excellent risk management and diplomacy skills
- Excellent communication and interpersonal skills
- Ability to respond to difficult client situations with maturity and sound judgement
- Demonstrated commitment to maintaining professional boundaries and ethical practice
- The ability to demonstrate cultural competence and respect for diversity

QUALIFICATIONS

- Post-Secondary education in Human Resources or Business Administration; alternative education and/or experience may be considered
- Diploma or degree in Social Sciences an asset
- 3-5 years experience working as an Human Resources Generalist
- Experience working with Canadian legislation
- Ability to write policies and procedures
- Project management/coordination experience
- Policy and procedure writing experience
- Superior computer skills, specifically with MS Office
- Experience working in a not for profit environment
- Experience with PolicyTech or similar electronic policy management tools an asset
- Knowledge of PHIPA, PIPEDA, and/or other privacy legislation/processes an asset
- Experience working in social service or healthcare settings an asset

OTHER REQUIREMENTS

- CSC Clearance conducted by PWGS Canada

WORKING CONDITIONS

- Office environment

- Interaction with clients with substance abuse issues and correctional involvement
- Use of vehicle and travel between sites and to other community agencies

APPLICATION DEADLINE: **By 4:00 p.m. Wednesday January 31, 2018**

CONTACT: Please direct resume via **EMAIL ONLY** to resumes@kirwingroup.ca. Please indicate on the subject line: Human Resources Manager