



OTTAWA SALUS CORPORATION
INTERNAL/EXTERNAL JOB POSTING

Position:	Human Resources Manager
Number of Position(s):	One (1)
Position Type:	Permanent Full Time (35 Hours/Week).
Language Requirement:	Full proficiency in English required. Bilingualism (English and French) preferred.
Posting Date:	August 30, 2021
Closing Date:	September 20, 2021
Reports to:	Executive Director
Start date:	As soon as possible

Job Summary:

Salus is looking for a full time Human Resources Manager to join our team in an exciting time of organizational growth and development. With the mental health and addictions sector undergoing significant changes, the ideal candidate will have strong operational and strategic experience and must have a strong bias for fostering a positive employee experience. As a key member of the leadership team, the candidate will explore integrated service delivery models with community partners. The role reports directly to the Executive Director and the successful candidate will work as part of the Senior Management Team at Salus to deliver on the organization's strategy and vision.

The Human Resources Manager contributes to the development, implementation and management of human resources programs. The incumbent provides expertise in recruiting, staffing, compensation and benefits, training and professional development, performance management processes, policies and procedures, labour relations, and other sensitive employee issues and concerns.

Responsibilities:

Areas of responsibility of this position include, but are not limited to the following:

- Develop and implement strategies and initiatives that align with the organization's strategic plan; monitor the application and continuous improvement of HR programs, procedures and policies by conducting post implementation reviews and reporting results.
- Oversee recruitment and staffing ensuring the process is effective, consistent, fair, and adheres to the Collective Agreement.
- Manages employee orientation and onboarding process; meets new employee to foster positive attitude toward organizational objectives and to provide information about policies, health and safety, training requirements, human resources programs, and introduces employee to other staff members; ensures all steps in the orientation and onboarding process are completed with managers.
- Works with the HR Coordinator and Finance Associate with respect to maintaining employee files; hiring and onboarding of new employees; administration of pension, group benefits and other programs; and maintaining the HRIS records.
- Provide advice and guidance to managers and employees on:
 - Employee relations including: investigate complaints of harassment or any other issues; advise managers on how to handle a wide variety of situations including issues such as disciplinary, conflict, return to work; termination of employment; etc.
 - Training and career development: assist managers in identifying training needs; determine costs; stay aware of external programs; oversee the design and

presentation of in-house programs; review and evaluate the effectiveness of programs and make recommendations.

- Plan and monitor employee performance reviews, train managers on coaching and disciplining employees; hear and resolve employee grievances; counsel employees and supervisors.
- Maintain a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; recommending, planning, implementing pay structure revisions and fulfill pay equity requirements. Work with Finance on budgets and monitoring and scheduling individual pay actions.
- Maintain relevant pension, benefits and leaves policies and procedures; advising management on issues; managing records; and establishing and maintaining contact with other organizations to facilitate the exchange of information, as appropriate.
- Research, analyze and recommend additions or changes to policies and procedures in keeping with relevant legislation; research best practices and incorporate them into HR programs, procedures and policies.
- As member of the Health and Safety Committee, ensure that: meetings are held as required by legislation, issues requiring attention are identified, tracked and resolved in a timely and effective manner; and investigate and report on accidents to the appropriate stakeholders.

Qualifications:

- Minimum of a Bachelor's degree or College Diploma in Human Resources Management, Employee Relations, Labour Relations, Management or a related field.
- Certified Human Resources Professional (CHRP) or Certified Human Resources Leader (CHRL) designation.

Knowledge and Experience:

- 5-7 years progressive experience in human resources; unionized environment is preferred.
- Knowledge of Microsoft Office, HRIS software an asset.
- Experience with talent management, change management and leadership development.
- Broad knowledge of the theories and principles related to human resources management; thorough knowledge of human resources policies and procedures.
- Solid technical knowledge of a number of human resources activities, including compensation, employee benefits, recruitment, staffing, performance management, training and professional development, terminations and labour relations.
- Sound knowledge of the legislative framework governing human resources administration for this organization and specifically, the pertinent provisions of the Ontario Employment Standards Act, 2000, Occupational Health and Safety Act (including AODA and Workplace Violence and Harassment), Ontario Human Rights, Pay Equity, WSIB, and WHMIS.
- Understanding of labour law, the rights and obligations of workers, unions, and employers, collective agreement negotiations and provisions, unfair labour practices, dispute resolution, dealing with grievances, and union-management relationships.

Skills:

- Core competencies required:
 - Initiative
 - Client service orientation
 - Effective communication and interpersonal understanding
 - Relationship building
 - Analytical thinking
 - Problem solving/Decision making
 - Planning and organizing

- Attention to detail
- Organizational awareness
- Teamwork
- Resilience/Stress management
- Ability to support the delivery of quality services through the staffing of positions with qualified individuals.
- Promote behaviors that are aligned with Salus values.
- Track record of providing effective human resources services to employees in order to maintain a productive, safe and healthy workplace environment.
- Exceptional ability to establish credibility with employees, the union, and key stakeholders.
- Demonstrated ability to maintain expertise in a variety of HR related disciplines.
- Experience implementing and sustaining inclusion, diversity, equity programming.

Suitability:

- Highly self-motivated, able to work autonomously, take initiative, and make decisions.
- Ability to work independently within the established legislative, policy, and collective agreement frameworks with general direction from the Executive Director.
- Ability to maintain an awareness of the relevant legislative and policy changes.
- Ability to work flexible hours.
- Possesses the necessary foresight to identify issues that may arise from a situation and to recognize the impact that may have relative to the workplace.
- Ability to work collaboratively with other stakeholders within the within the agency and the mental health and addictions sector

Pre-Hiring Requirement

- Academic certificates
- Criminal reference check (Vulnerable Sector Screening)
- Eligible to work in Canada

Language Requirement:

Full proficiency in English is required for this position. Candidates that are bilingual in English and French will be preferred.

Salary range:

The annual salary range for the position is \$75,000 - \$92,000 depending on an individual's relevant experience.

Why Work at Ottawa Salus?

Salus has a proven record of successfully supporting clients with serious and persistent mental health and addictions illness to live their best possible life. Regardless of their role in the organization, our staff are passionate about their work and supporting clients on their journey to recovery. They know they have an impact on their client's lives and consistently report that working here is a fulfilling experience. If you are someone that wants to make the world a better place and bring hope to others, you will love working here.

We offer all these and many more including:

- Competitive salaries
- Generous Health benefits and pension plan (HOOPP)
- Compressed work week
- Paid vacation days
- A friendly team who create a great work environment

Application instructions:

If you wish to apply for this position, please send your resume and cover letter as a single document by email with the subject “**Human Resources Manager 2021**” to hr@salusottawa.org by 4.30pm on **September 20, 2021**.

While we thank all applicants for their interest, only those selected for an interview will be contacted.

Ottawa Salus is an equal opportunity employer and values diversity in its workforce. Do not hesitate to contact us if you require alternative arrangements to submit your application. Candidates requiring accommodation during the interview process should advise in advance.