

HR Generalist

Date Posted: April 22nd 2022

Hourly Rate: \$24/hour

Location: 410 Bronte St. S/Remote

Hours: 35 hours/week

Reports To: Manager, People and Culture

Position Type: Full-Time

Number of Vacancies: 1

Why work for Milton Community Resource Centre?

MCRC goes beyond the traditional 'check in the box' approach to employee development by recognizing creativity, innovation and the work contributions of each employee that aligns with MCRC's strategic objectives. We have a wide variety of programs and services that allow our staff to explore various career opportunities within the organization. All employees are provided with a free membership to The Halton Resource Connection that provides staff with access to resources, materials and professional learning opportunities. We believe in the importance of providing wellness opportunities that support employee's mental, physical and emotional health.

We're looking for someone with the following qualifications:

Post-secondary education in Human Resources, or related field is required, along with minimum 2 years' experience in a Human Resources capacity. CHRP or CHRL will be considered an asset. Advanced level computer skills including working knowledge of the Microsoft Office suite, ADP Payroll, and other web-based software systems will be considered an asset. The HR Generalist will bring their passion for building relationships and for supporting the needs of staff, volunteers and students. They will be an integral part of supporting all aspects of health and safety including return to work procedures and employee accommodations, as well as learning and development, and policy development and implementation. They will also support additional Human Resources tasks as needed, including recruitment, volunteer coordination and student placements.

Every day, you will support our employees and organizational culture by:

- Implementing and carrying out Return to Work policies and procedures, maintaining documentation of incidents and accommodations to support health and safety, including working with injured parties and Supervisors to develop appropriate accommodations and return to work plans, and monitoring the effectiveness of the plans
- Ensuring organizational compliance with all relevant physical and psychological health and safety best practices through supporting the joint health and safety committee, ensuring incident reports are completed and corrective actions are developed to reduce and eliminate hazards
- Supporting the coordination of internal learning opportunities including creating and updating the internal learning calendar, statistics tracking, and liaising with internal and external trainers
- Maintaining records of employee growth and development, and tracking employee updates using online software tools
- Participating in the development of organizational policies and procedures, tracking and monitoring documentation of annual policy reviews
- Supporting orientation and onboarding of new employees, students, and volunteers, including clarification of policies and procedures and training modules
- Promoting organizational culture of relationship-building via internal communication such as newsletters
- Contributing to the successful functioning of the Human Resources Department, and providing ongoing support to other projects as assigned

MCRC is committed to diversity and accessibility. To this end, MCRC endeavors to reflect the cultures, languages and abilities of the families we serve, in our programs, services and employment practices. Please identify if you require any accommodations during the recruitment process in your application email.