



HUMAN RESOURCES GENERALIST

LOCATION: Head Office, 40 Orchard View Blvd, Suite 255
POSITION TYPE: Fixed Term 1 Year Contract, 37.5 Hours/Week
POSTING CLOSING DATE: June 14, 2019

Skylark's vision is to help young people overcome mental health and developmental challenges by finding, developing and delivering the support services that are right for them and their families. Our team of 250 employees is deployed across the GTA in 10 locations offering a wide range of services.

If you are an HR professional who wants to make a difference, we have a great opportunity for you at Skylark. The successful candidate will join a collaborative, highly functioning team to provide generalist support across all HR disciplines.

Skylark is strongly committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals including applicants from all cultures, racialized communities, abilities, diverse sexual and gender identities and others who may contribute to the further diversification of ideas. We are committed to a selection process and work environment that is inclusive and barrier free.

RESPONSIBILITIES

- Create job postings with input from hiring managers, post internally and externally as required, receive and screen resumes for relevant qualifications, support interview scheduling as required, assist in creating interview questions, process candidate tests or written exercises, participate in interviews as required, verify references, criminal background checks and Vulnerable Sector Screenings, ensure pre-employment procedures are followed, create employment documentation
- Coordinate and undertake orientation meetings with new employees
- Manages, inputs and maintains all HRIS data (including time and attendance) ensuring data is accurate and current. Troubleshoots issues and responds to user requests on a timely basis
- Creates reports, analyze data, information and make recommendations depending on findings
- Perform ongoing benefits administration ensuring employee information remains current. Assist staff by providing general information and escalate issues to the benefits provider
- Collaborate with payroll specialist to support accurate and timely processing of payroll. May act as back-up for payroll processing
- Assist with the review and updating of H&S policies and procedures. Maintain H&S files, ensure WSIB claims are filed according to guidelines and Critical Injuries are immediately escalated
- Provide Employee Relations and Management support to assigned staff teams
- Provide input on all legislative changes and new requirements and that appropriate policies are updated or drafted for review and approval as required
- Assist the Director, HR with research and development of special projects
- Participate in agency committees and events e.g. Joint Health & Safety Committee, Diversity & Equity Advisory Group

QUALIFICATIONS:

- Diploma or degree in Human Resources or equivalent combination of education and experience sufficient to perform the job duties
- Previous human resources work experience
- Previous experience with HR Information Systems, ADP Workforce Now a strong asset
- Intermediate level Microsoft Office programs (Word, Outlook, Excel, PowerPoint)

SKILLS & KNOWLEDGE:

- Knowledge of HR practices, policies and standards and general understanding of HR legislation
- Knowledge of Occupational Health & Safety requirements an asset
- Well-developed oral, listening and written communication skills
- Time management skills and the ability to work well under pressure and prioritize competing demands
- Ability to recognize situations or judgement calls that should be brought to management for resolution and decision-making
- Excellent attention to detail and ability to produce accurate documentation on a timely basis
- Excellent internal customer/client service skills and problem-solving skills
- Ability to maintain confidentiality and handle highly confidential issues and documentation.
- Ability to work within and support an inclusive and diverse environment.

ADDITIONAL REQUIREMENTS

- Satisfactory clearance under the Criminal Reference Check process
- Additional hours may be required in order to meet deadlines.

TO APPLY: Interested applicants are invited to submit both their cover letter and resume in only PDF or Microsoft word format to Deborah Hartley, at hring@skylarkyouth.org on or before June 14, 2019.

Please quote: HR Generalist in the subject line. Please refrain from pasting the cover letter to the body of the email.

We ask applicants to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at (416) 482-0081 ext. 277. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.