

**Job Posting:** Human Resources Generalist  
**Status:** Full Time Position, Non-Union

Unionville Home Society is a not-for-profit charitable organization located in Unionville that has provided leadership in service to seniors since 1967. On a 19-acre campus, Unionville Home Society and its affiliate corporations operates a long-term care home, seniors' rental housing, a community centre and a life-lease building. In addition, it provides community support services such as adult day programs and geriatric assessment services. The campus of care is a vibrant environment and our vision is to develop a progressive community where older adults thrive; aging well and living better.

### **Position Summary:**

Works under the direction of the Manager, Human Resources, Human Resources Generalist manages the day-to-day operations and manages the administration of the human resources policies, procedures, and programs. This position carries out responsibilities in the following functional areas: recruitment and onboarding, benefits administration, employee relations, labour relations, training, performance management, policy implementation, and employment law compliance.

### **Duties and responsibilities include but are not limited to:**

- Manage the recruitment process including developing job postings, interviewing, making employment offers, conducting background checks, and drafting employment agreements; manage the administrative process for criminal background, vulnerable sector screening and reference checks ensuring efficiency and compliance.
- Coordinate the time and attendance system for hourly and monthly employees; understand time reporting rules and requirements; monitor the system for proper functioning; troubleshoot and resolve issues.
- Develop, update, maintain and input changes to master schedules; ensure adequate staffing per guidelines at all times; adjust staffing schedule, and replace shifts as necessary.
- Interpret provisions of the Collective Agreement and other employment legislation; assists to ensure compliance of relevant legislations, policies, procedures, standards and Collective Agreement.
- Assist the department heads with the grievance procedures; take minutes during grievance meetings.
- Provide advices and consultation to employee relation matters; work in collaboration with department supervisors/managers conducting workplace investigation as needed;
- Manage occupational and non-occupational disability cases; facilitate early and safe return to work program; hold modified work meetings as required for staff;
- Assist in the development and implementation of department goals, objectives, strategies and systems; administer, interpret, and communicate various Human Resources policies, procedures, employment law, and initiatives to staff.
- Assist with the administration of employment policies and procedures, ensuring compliance with organizational policies, procedures, federal and provincial laws.

### **Qualifications, Credentials & Experience:**

- Bachelor's Degree in Human Resources Management or related discipline; CHRL designation.
- 5+ years' experience in Human Resources and Labour Relations; Experience working in a unionized workplace required.
- Experience and skills in handling a fast-paced work environment, prioritizing and organizing workload and human relations.
- Sound knowledge of HR Operation in a unionized environment; understanding of HR best practices and current regulations; sound judgment and problem-solving skills.
- Customer-focused attitude, with high level of professionalism and discretion.
- Proficiency in computers – Microsoft Office, Work, Excel and Scheduling software.
- Outstanding organizational skills to manage competing timetables and responsibilities.
- Ability to exercise tact and diplomacy.
- Excellent written and verbal communication skills; excellent interpersonal skills/customer focused.
- Ability to work independently and with others; exercise confidentiality in all matters pertaining to the organization.

Interested candidates should submit their resume to [careers@uhs.on.ca](mailto:careers@uhs.on.ca). Unionville Home Society is committed to diversity in the workplace and encourages applications from all qualified individuals. Applications must be willing to undergo a vulnerable sector police check and TB test as part of the hiring process.