



De dwa da dehs nye>s Aboriginal Health Centre

We're Taking Care of Each Other Amongst Ourselves.



Our Mission:

Improving the health and well-being of Indigenous individuals, families and communities through wholistic Indigenous, Traditional and Western health care.

INTERESTED APPLICANTS

Please submit your resume and cover letter to:

humanresources@dahac.ca

or

Attention: Human Resources
Aboriginal Health Centre
678 Main Street East
Hamilton ON L8M 1K2

Nya:weh / Miigwetch to all applicants. Only those selected for interviews will be contacted

Deadline to Apply: Until filled

Please note that **ONLY** complete applications with cover letter will be considered.

Individuals with a disability requiring accommodation during the application and/or the interview process, please advise the recruitment contact so arrangements can be made.

Preference is given to candidates of Indigenous Decent.

Human Resources and Volunteer Manager

Reports to the Chief Operating Officer
Salary: \$70,000 -75,000 per year

INTRODUCTION:

Reporting to the Chief Operating Officer, the Human Resources and Volunteer Manager is a member of the senior management team. The manager works collaboratively, ensuring that human resources and volunteer activities support the organization's vision and mission and are fully aligned with DAHC values.

ROLES AND RESPONSIBILITIES:

The Human Resources and Volunteer Manager:

- Manages the day-to-day operations and activities of employee/labour relations, recruitment and retention, recognition, HRIS, and volunteer resources.
- Develops departmental goals and objectives based on strategy, customer expectations and corporate policies and leading practices.
- Actively seeks creative solutions and input from team members and clients/participants, evaluates relevant information and data resources when developing directions, establishes plans within available resources and evaluates feedback from clients/participants to proactively plan for continuous improvement.
- Explores and creates operational synergies between the human resources and volunteer functions.
- Develops comprehensive recruitment resources that optimizes community awareness, digital resources, and social media to attract qualified and competent volunteers and employees.
- Monitors employee and volunteer practices to align with legislated requirements, employment agreement provisions, and DAHC policies and practices.
- Establishes effective two-way communications and feedback loops to foster continuous learning, self-improvement and encourages this among staff for purposes of professional and personal growth.
- Develops, implements and evaluates new DAHC-wide employee onboarding processes.
- Maintains current expertise and knowledge of *Employment Standards Act*, the Ontario Human Rights Code, *Pay Equity Act*, employment agreements and all other relevant employment related legislation in order to ensure compliance and provide accurate advice and counsel.
- Collaborates with the Finance and Information Technology staff to ensure that the HRIS/Payroll system is configured to reflect current internal policies and provincial and federal and legislative requirements.
- Ensures the DAHC-wide performance management program and related appraisals are initiated, completed and are up-to-date.
- Implements metrics to measure efficiency and effectiveness of employee and volunteer department resources. This includes maintenance of data integrity, reliability, validity and completeness and analysis.
- Manages, and acts as a liaison with secondary school and community agencies/organizations to promote volunteerism at the DAHC.
- Manages employee and volunteer recognition programs.

Human Resources and Volunteer Manager

Page 2

EDUCATION & EXPERIENCE

- University degree in human resources, industrial relations or business administration, or equivalent experience; Masters preferred
- CHRL designation with the Human Resources Professional Association required
- Certified Volunteer Resources Manager designation an asset
- 5 to 7 years of progressive Human Resources leadership; preferably in a Not-For-Profit environment
- Experience in payroll software

KNOWLEDGE, SKILLS & ABILITIES

- Strong knowledge of applicable employment and health and safety legislation and the ability to read and interpret legislation
- Ability to effectively communicate both verbally and in writing
- Ability to interpret and implement company policies and procedures
- Ability to prioritize and manage conflicting demands
- High level of integrity and work ethic and the ability to handle sensitive or private information with tact and discretion
- Knowledge of and exposure to a range of human resources activities, which may include the following: recruitment, onboarding/orientation, compensation and benefits, performance management, employee relations/engagement, employee communications, severance/terminations
- Demonstrated ability to work effectively in a multi-disciplinary environment;
- Demonstrated competence in consensus decision-making and conflict resolution;
- Highly motivated with well-developed organizational skills, and advanced computer skills (PowerPoint, Word, Excel, Graphics);
- Flexibility to work independently and as a member of a multi-disciplinary health service team;

CULTURAL

- Experience in working with Indigenous people, communities and organizations;
- Demonstrated understanding of Indigenous history (Sixties Scoop, Residential School System, Indian Act etc.), traditional ways, culture and world-view;
- Indigenous descent preferred;
- One or more Indigenous languages preferred;

TRAVEL REQUIREMENTS

- Willingness and ability to travel to satellite site in Brantford and Niagara; a valid Class “G” driver’s license and access to a reliable vehicle is required

100% Organization Paid Benefits

- Health Benefits
- Employee Life AD&D Insurance
- Business Travel Life and Disability Insurance
- Dependant Life Insurance
- Employee Critical Illness Insurance
- Travel Accident Insurance
- Long Term (LTD) Benefit

Retirement Benefits

- Hospitals of Ontario Pension Plan (HOOP) with Immediate Eligibility

De dwa da dehs nye>s Aboriginal Health Centre has developed a compensation philosophy that will allow the organization to retain, motivate and develop talented people who share our values and contribute to our success.