



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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# Job Board Posting



Careers.Indigenous.Link

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## Manager, Human Resources

<b>Job ID</b>	<b>49-5A-A4-7E-88-19</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=49-5A-A4-7E-88-19">https://careers.indigenous.link/viewjob?jobname=49-5A-A4-7E-88-19</a>	
<b>Company</b>	Native Child And Family Services Of Toronto	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2022-01-02	To: 2022-07-01
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Job Salary</b>	\$95,007 - \$114,297 per year/ 35 hours a week	
<b>Languages</b>	English	

### Description

Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Aboriginal, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Aboriginal families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Classification: Permanent Full-Time

Location: 30 College Street, Toronto

#### Position Overview

Reporting to the Director of People & Culture, the Human Resources Manager will provide oversight and guidance that is rooted in Mino Bimaadiziwin, ensuring that Native Child and Family Services of Toronto's (NCFST) service model, vision and values are integrated into our agency culture. This includes the principles of equity, diversity, inclusion and belonging.

The Human Resources Manager provides leadership to the Human Resources team and will build a system of support for all agency staff. This role will be responsible for supporting the strategic work of the Senior Leadership Circle and guiding and developing their team in the areas of employee/labour relations, recruitment and retention, employee engagement, benefits and compensation, employee wellbeing, HRIS, data reporting and analytics, health and safety, leave management and performance development. The Human Resources Manager will work collaboratively with the Manager of Learning & Development in building an agency culture that promotes employee satisfaction, engagement and active participation that affects positive change in the urban Aboriginal Community we serve.

The Human Resources Manager is responsible for providing a wide range of consultative and project work that is rooted in our Teachings, Ceremonies, Traditions and is Culturally sensitive to the experiences of First Nation, Inuit, and Metis People and Communities. To be successful in this position, the candidate will have a strong connection to the Indigenous Communities we serve and bring lived experiences to their work.

#### Primary Responsibilities

##### Supervision:

- Directly supervises, coaches, develops, evaluates, and delegates functions and authority to staff responsible for human resources functions.
- Provides coverage to the Manager of Learning & Development and support to this team as required.
- Ensures that the workload of the team is distributed based on regular review.
- Ensures that each staff member reporting to them is evaluated and assists with their learning and development needs.

##### Recruitment & Retention:

- Assists in the development of an effective recruitment and selection strategy for the long-term recruitment and retention of staff including oversight of the student placement program.
- Leads the team to ensure effective planning and sourcing of talent.
- Utilizes innovative and effective recruitment methods to source passive candidates.
- Implements retention strategies and plans to meet ongoing and future staffing needs.
- Develops and maintains tracking systems and reporting that assists leadership with efficient and effective allocation of human resources, including details on open vacancies, time-to-fill, annual projections, and turnover.
- Acts as an internal consultant to the Director of People & Culture and the leadership team on issues of recruitment and retention.
- Assists with creating, reviewing, and revising position descriptions.

##### Performance Development:

- Assists in ensuring that employee reviews are carried out by the respective supervisors in a meaningful manner.
- Collaborates with the Manager of Learning & Development in the identification of areas for staff growth and implementation of effective individualized development plans.
- Supports the training and coaching of supervisory staff on an ongoing basis.
- Provides guidance and takes a consistent and fair approach to performance management including assisting with performance improvement plans.
- Assists with the development and implementation of an internal and external employee feedback program.
- Conducts employee investigations into serious and/or sensitive matters in an objective and unbiased manner.

##### Employee/Labour Relations:

- Assists the Director of People & Culture and the leadership team in resolving any staff complaints, utilizing Circle where possible.
- Assists with the development, implementation and management of employee recognition programs and events.
- Ensures a service focused approach to all employee matters.
- Collaborates with the Manager of Communications in the development and maintenance of effective agency communications.

- Builds and maintains positive relationships with Union counterparts by addressing performance management concerns, complaints, and grievances.
- Assists Director of People & Culture/agency Legal Counsel as required in preparation for mediation/arbitration.
- Supports Director of People & Culture at collective bargaining table during negotiations.

#### Claims Management & Employee Wellness:

- Assists with the development and maintenance of the employee wellness plan.
- Oversees employee wellness communications and events.
- Assists with managing occupational and non-occupational illnesses and injuries.

#### Policy & Procedure:

- Assists in the development of and as needed, revisions to clear and effective human resources policies, procedures, processes, and standards to both comply with evolving Community and Funder requirements (applicable legislation, regulations and policy directives), and to address any operational issues as they are identified.
- Assists with the development of the human resources component of proposals for the implementation of programs of service that are required to address identified and substantiated needs of children, youth, and their families.
- Consults regularly with and acts as a resource to the Director of People & Culture and other staff with respect to the human resources policies and procedures.
- Assists in ensuring that Board of Directors approved human resource policies and procedures are implemented and followed, and that Board of Directors approved standards are met in the day-to-day management and administration of NCFST.
- Assists in ensuring all human resources recording and reporting set out in policies is completed by staff to the specified standard.

#### Data & Analytics:

- Oversees the accurate production of various human resources related reports and analytics: monthly, quarterly, and annually.
- Gains knowledge and expertise of the Human Resources Information System (HRIS) and implements unused modules to improve administrative efficiencies.
- Effectively utilizes Tableau to create reports and enable self-service for other user groups.

#### Compensation & Benefits:

- Reviews and approves starting salaries using a consistent approach and matrix.
- Assists with annual review and maintenance of the employee benefits and pension plan, a job classification system, market comparison research and maintenance of the salary grid.

#### Health & Safety:

- Assists with overseeing Health & Safety functions, ensuring compliance with all health and safety related legislation, regulations, and directives, contributing to the resolution of health/safety concerns in the workplace.
- Ensures Health & Safety certification training is provided to Joint Health & Safety Committee Members as necessary and overseeing processes to ensure proper management of Workplace Safety Insurance Board (WSIB) claims.

#### Community Relations:

- Assists the Director of People & Culture in establishing and maintaining collaborative and positive community relationships including those between our First Nations, Inuit, Metis partners and relevant external agencies.

#### Other Duties:

- Participate in internal or external committees as required or assigned.
- Effective implementation of other duties as determined by the Director of People & Culture.

#### Job Qualifications

- Post-secondary education in Human Resources with a minimum of three (3) years of experience in a similar role with a focus on leadership/supervision within an Indigenous workplace or a combination of education and experience considered equivalent by the Hiring Committee.
- A Certified Human Resource Professional (CHRP) or be currently pursuing designation, would be considered an asset.
- Experience working within an Indigenous Child-Wellbeing setting would be considered an asset.
- Good understanding and working knowledge of the general functions of human resources.
- Strong knowledge of employment legislation, including the ESA, the OHSA, the OHRC and common law.
- Experience working within a unionized environment with similar oversight and responsibility.
- Competence to ensure policies, procedures and practices are culturally appropriate.
- Ability to lead and coach people in a manner that is strength based and developmental.
- Thorough understanding of privacy and the obligation to maintain confidentiality as set out in legislation and NCFST policies and procedures.
- Solid background in the use of computers and software applications including Microsoft Office suite.
- Understanding of various cultures and cultural communities such as First Nations, Inuit, and Metis (FNIM) communities.
- Lived experience with Indigenous Culture, traditions, beliefs, values, ceremonies, and teachings would be considered an asset.
- A solid understanding of and sensitivity to the experiences of Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.
- Experience in project and change management would be considered a desired asset.
- Able to effectively communicate both verbally and in writing to a wide and varied audience.
- Developed analytical and organizational skills with an ability to multitask and prioritize.
- Able to analyze and interpret the needs of the leadership team and offer appropriate options, solutions and resolutions as required.
- Display a high-level of emotional intelligence including consistently exhibiting a positive and professional demeanor in all situations.
- Self-aware and able to adapt and support organizational change.
- Fluid in working with staff, senior leadership, Boards of Directors, partner agencies, government bodies and Indigenous organizations.
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation
- Ability to provide an acceptable Child Welfare Check with Vulnerable Person Sector Search (VPSS).
- Demonstrated understanding, and commitment to NCFST's mission, values, and service model.
- A high degree of professionalism and independence.

#### How to Apply

Click "Apply Now "

- Cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Metis Peoples, Communities and Organizations.
  - Resume (include 3 work related references).
  - Incomplete Applications will not be considered.
  - Only those selected will be contacted for an interview.
  - As a multi-service urban Aboriginal Agency providing holistic, culture-based programs and services for Aboriginal children and families, we give priority to applicants who identify as First Nations, Inuit, Metis, and those with close affiliations.
  - NCFST requires all employees, contractors, students, and volunteers to be fully vaccinated against COVID-19, absent of a valid medical exemption or other reasonable consideration pursuant to the Human Rights Code of Ontario.
  - We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process. If you are interested in this job opportunity, please click APPLY NOW on or before January 25, 2022.
- We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process. We thank you for your interest, however, only those applicants selected for an interview will be contacted.