



# 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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## Human Resources Partner

<b>Job ID</b>	<b>D5-B5-E1-91-25-E8</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=D5-B5-E1-91-25-E8">https://careers.indigenous.link/viewjob?jobname=D5-B5-E1-91-25-E8</a>	
<b>Company</b>	House Of Friendship	
<b>Location</b>	Kitchener, Ontario	
<b>Date Posted</b>	From: 2021-07-09	To: 2021-08-08
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Languages</b>	English	

### Description

At House of Friendship we believe in what we are doing. We get out of bed each day to make a difference in our community; to walk with and to serve. We are not happy with the status quo. We get energy from ongoing learning and growth. We lead with passion and believe without a doubt that everyone deserves to belong and thrive. We live and breathe our values of Compassion, Inclusion, Justice, Dignity and Hope. And we have fun! Sounds pretty great doesn't it is!

The Human Resources team supports all House of Friendship programs and team members across the region. The team of two Human Resources Partners support the organization's success by providing support, coaching and subject matter expertise to leaders and team members on topics related to employee relations, leaves and accommodations, recruitment and retention, health and safety, healthy work environment and culture. Each HR Partner is assigned to specific program areas to provide specialized support and guidance, tailored to meet the needs of the program as well as taking leadership for assigned HR-led organizational teams (i.e. Wellness, Psychological Health and Safety, Health and Safety Work Group etc.) We are looking for a highly motivated self-starter, who is passionate about healthy workplace culture and building equitable and inclusive workplace programs; an individual who has a desire to support the development of staff and leaders and who brings a collaborative approach that values open and honest communication, integrity, respect, consistency and fairness. We are seeking someone who can demonstrate their knowledge of and commitment to equity work and ideally a person who has lived experience that represents the diversity of our House of Friendship team including people who identify as Black, Indigenous, or Persons of Colour, the LGBTQ+ community, persons living with disabilities and those with experience living on low income, poverty or homelessness. The HR team is excited to find a new member to join our crew – someone who works hard, loves what they do, enjoys working with a team and who knows how to have fun in the midst of it all.

The ideal team member will possess demonstrated skills in coaching, conflict resolution and negotiation skills and will have experience with the leave of absence, accommodation and return to work process. Strength in policy and HR program development is a must in addition to a comprehensive knowledge of applicable employment legislation including Employment Standards Act; Human Rights Code, Occupational Health and Safety Act; Accessibility for Ontarians with Disabilities Act. This role provides leadership for Health and Safety across the organization and knowledge and experience working with Workplace Safety and Insurance Board (WSIB) and Ministry of Labour would be an asset. The successful candidate will bring skills in project and deadline management and the ability to meet deadlines and effectively adapt to changing priorities to work effectively in this busy and full position.

### Rate of Pay:

At House of Friendship all compensation ranges are categorized under a series of "grades" and we base our payment structure on internal equity. When determining rate of pay, a candidate's past related experience will be taken into consideration along with where others with similar experience are currently on the pay grid.

**\*\*Note:** Most new team members will start somewhere between the start rate and the mid-point of the range.

Grade: 5

Min: \$26.24

Mid: \$30.11

Max: \$33.98

If you are as passionate as we are about serving the community, and ready to make a huge impact, let's talk.

### Experience

• Demonstrated coaching, conflict resolution and negotiation skills;

• Demonstrated collaborative approach that values open and honest communication, integrity, respect, consistency and fairness;

• Experience working with leaves of absence, workplace accommodation and return to work plans;

• Experience with developing policies, procedures and program development (i.e. health and safety, wellness, healthy work environment etc.)

• Comprehensive knowledge of applicable employment legislation including Employment Standards Act; Human Rights Code, Occupational Health and Safety Act; Accessibility for Ontarians with Disabilities Act, etc.;

• Knowledge of and experience working with Workplace Safety and Insurance Board (WSIB) and Ministry of Labour including Early and Safe Return to Work;

• Must be able to meet deadlines, handle multiple tasks with interruptions, and effectively adapt to changing priorities;

• Must be detail oriented, analytical, problem solver and creative thinker. Resourceful, self-motivated and organized;

• Demonstrated skills using a variety of software programs including HRIS systems, MS Office, Internet etc.

### Education Requirements

- Diploma or degree in human resources, labour relations or business;

- Certified Human Resources Leader designation required;

- At least three (3) years previous human resources generalist experience

- Health and Safety program experience with administration of policies and legislative compliance preferred;
- Certified JHSC Member (or working towards certification), under the Occupational Health & Safety

**Essential Skills**

- Commitment to understand and uphold the mission and values of House of Friendship is expected
- Exemplary emotional intelligence, resilience, communication, conflict management and problem solving skills required
- Ability to work professionally as a team member with staff, participants and community members
- Experience or strong interest in working with diverse populations including people from various cultural backgrounds, income levels, and sensitivity to their needs
- Experience with and commitment to using an anti-racism, anti-oppressive and trauma informed approach to consultation, program design, evaluations of processes and service delivery
- Must be dependable, professional, flexible, a team player, and have a positive attitude
- Respectful, supportive and engaging approach to persons with physical and/or cognitive disabilities, addictions, mental illness and other life challenges
- Excellent project, timeline and deadline management skills including skills in logistics, planning and detailed record keeping

**Work Environment**

- 37.5 hours per week, generally daytime, weekday hours
- Work may be performed in a home office for some of the weekly hours – laptop, cell phone and other work related items will be provided
- Very occasional evening or weekend hours to meet the needs of the programs
- Encountering participants at program sites who may be under the influence of alcohol or other drugs, and/or experiencing symptoms of mental illness can be expected.

**How to Apply**

Please apply with your resume and cover letter by clicking [Apply Now](#).

Closing Date: July 30, 2021