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JOB POSTING

Human Resources Manager

Hamilton, ON

Closing date for applications: December 12, 2018

Start date: February 2019

Indwell is a Christian charity creating affordable housing communities that support people seeking health, wellness, and belonging.

Founded 44 years ago, Indwell is now the fastest growing affordable housing provider in Ontario. It has expanded to provide housing supports and services to more than over 500 people in Hamilton, Woodstock and Simcoe, with projects underway in additional communities. Indwell's housing supports range from residential care facilities to clinical supports for mental health and addictions, and independent apartments with supports.

Indwell employs a rapidly expanding staff team of over 100 people and is currently looking to hire a passionate HR professional as its Human Resources Manager. Our ideal candidate is seeking to grow their career in Human Resources in a collaborative, dynamic environment and support our strategic vision of transformed lives.

The Position

The Human Resources Manager provides leadership in the areas of staff support, training/development, goal setting/performance management, recruitment, training, salary administration, job evaluation, and policy. The HR Manager provides consultation and human resources services and ensures compliance with relevant policies and procedures, government legislation and best practices in human resources management. A key member of Indwell's management team, the Human Resources Manager is responsible for leading the HR team, and upholding Indwell's Vision, Mission and Values, as well as all HR Policy.

Key Responsibilities:

- Maintain and enhance the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Develop a strategic plan to modernize the Human Resources Department to meet the demands of increased staff and the organizational expansion.
- Develop human resources policies. Ensure that policy is current, relevant and appropriate within the context of Indwell, the legal environment and best practices in human resources management;

- Ensure legal compliance by monitoring and implementing applicable human resource requirements; conducting investigations; maintaining records.
- Manage the recruitment process and, with the senior leadership team, strategically plan for the evolving and longer-term recruitment needs of the organization.
- Work with supervisors on staff performance issues, and where necessary, manage the termination process.
- Develop a program for employee onboarding and training and professional development.
- Promote and demonstrate the vision, mission and values of Indwell within the workplace and the community.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Supervise and support employees, students and volunteers, providing leadership and direction. Motivate and coach employees, set performance goals and training goals to achieve job competency.

REQUIREMENTS

- Committed to upholding and modeling the standards set out in the organization's Mission Statement, Statement of Faith and other operating standards and policies.
- A philosophy of service that is in line with Indwell's Vision, Mission and Values.
- Excellent oral and written communication skills
- Demonstrated ability to lead and develop staff teams
- Proven leadership and supervisory experience and exceptional interpersonal skills.
- Able to communicate and interact in a positive and respectful way with individuals from diverse backgrounds and abilities;
- Excellent communication skills and ability to deal professionally and discretely with sensitive issues and maintain confidentiality
- Flexible and Creative problem solver, able to respond to changing priorities and deadlines.

Qualifications and Experience:

- University degree in a related field, (Master's level preferred) or university degree plus professional training in human resources; with a minimum of five years' experience managing in the non-profit sector.
- A sound knowledge of Employment related legislation, including but not limited to Employment Standards Act, Ontario Human Rights Code, and The Accessibility for Ontarians with Disabilities Act
- Certified Human Resources Professional (CHRP) designation preferred.
- Demonstrated ability to create a positive work environment and facilitate a culture of collaboration.
- Computer proficiency in MS Office 365; and experience with HRIS systems, resources and tools used for HR management;

Hours: Full time hours with flexibility required. Primarily weekdays.

Must hold a valid G class driver's license and have access to a reliable vehicle.

Remuneration: Salary based on education and experience. Indwell offers a competitive benefits package and RRSP contribution.

To apply: Please send cover letter, résumé and completed application (found on website) to Rudy Essegern, Human Resources Manager. Email: hr@indwell.ca. Alternatively, you can fax all three pieces to 905-529-0355. We thank all applicants; however, only applicants that are being considered will be contacted.

Personal information submitted will be used only for employment opportunities within Indwell in accordance with the Freedom of Information and Privacy Act.

Accommodation will be provided in all parts of the hiring process as required under Indwell's Employment Accommodation policy. Applicants need to make their needs known in advance.

Indwell exists to provide hope and homes for all. Its supports and services are open to people from every creed, race, ethnicity, sex, ability, sexual orientation, and gender identity. Indwell engages with diverse communities: we actively identify and remove barriers that prevent people from accessing and participating in our services.