

## Causeway Work Centre Manager, Human Resources

### Who is Causeway?

Causeway is a not-for-profit agency that empowers ALL people by helping those with mental illness and other challenges find meaningful work. We have a desire to see people treated with dignity and respect. We believe that there is no limit to anyone's potential. By leveraging their talents and abilities, we work to shift society's perspective regarding people whose value has not yet been recognized.

### What will I be doing?

Reporting to the Executive Director, this new role will be responsible for managing the human resources of Causeway including recruitment and selection, payroll and benefits administration, HR policy development, employee relations and supporting the work of the health & safety and EDI committees.

In addition, the Manager, Human Resources will act as a support for Causeway's social enterprises working with Operational Managers to identify goal attainment pathways for workers in the businesses.

### What will my duties include?

- Provide strategic advice and operationalize human resources and organizational culture work plans to support an overall people strategy that honours client focus and a culture of anti-oppression, equity, diversity and inclusion
- Develop and lead HR practices from the organization's strategic plan and goals
- Manage the recruitment cycle: sourcing candidates, screening, interviews, reference checks, extending offers of employment, and orientation/onboarding
- Ensure effective execution of payroll and all associated practices
- Structure and negotiate employee benefit plans in consultation with the ED and Directors
- Act as plan administrator for group benefit plans and pension plans and see escalated issues to completion
- Coach staff and leadership on change management, conflict resolution, performance management, team-building, etc.
- Support leadership with the annual performance review process by training employees and supervisors, developing SMART goals, and monitoring completed reviews
- Manage, mediate and advise on staff relations matters, incident investigations, etc.
- Recommend and implement team-building activities and opportunities that increase morale and productivity of the team
- Participate in the return-to-work accommodation process and claims management
- Work with social enterprise managers to identify goals and goal attainment pathways for workers in Causeway's social enterprises.
- Support in the development and implementation of organizational policies and procedures
- Stay at the forefront of human resources best practices and ensure Causeway is a leader in supporting its team and ensuring a healthy work environment
- Drive employee engagement, leading change, and aligning people practices with Causeway vision, mission, values and the organizational operational and strategic goals
- Ensure that all applicable employment legislation is adhered to, including: Employment Standards Act, Ontario Human Rights Code, etc.

- Provide workshops and one on one supports to Causeway clients on career development on a quarterly basis
- Attend staff meetings and training sessions as required
- Any other related duties complementary to the job

## What will I bring to the organization?

- A university degree or college diploma in human resources management, or other related discipline
- CHRL designation is an asset
- A minimum of five years' experience working in a similar setting, preferably a non-profit organization
- Experience with change management and learning and culture change is an asset
- Extensive knowledge of relevant payroll and benefits legislation
- Proficiency in interpreting policies, procedures, benefits and pension guidelines
- Knowledge and familiarity with relevant legislation and practices
- Familiar with Voila and Pay Web payroll platform is an asset
- Good understanding of the full recruitment process
- Demonstrated leadership skills including the ability to contribute to the creation of positive team and workplace dynamics
- Experience working or operating in a unionized environment
- Demonstrated empathy, approachability and an understanding of others
- Commitment to equity, diversity, and inclusion, and experience living out those values in an HR context
- Successful experience working with a diverse population
- Demonstrated knowledge and proficiency in planning, evaluation and quality monitoring systems
- Excellent decision-making, critical thinking, problem-solving, conflict management, interpersonal and time management skills
- Self-directed with strong organizational, analytical and interpersonal skills
- A high degree of emotional intelligence/empathy
- Commitment to continuous learning, quality improvement and innovation
- Excellent written communication and oral skills that meet the needs of the individual and/or community at the appropriate literacy level
- Experience working with confidential and time sensitive documents and information
- Experience working in a value based non-profit or social services organization
- Experience or training in Change Management is an asset
- Demonstrated ability to work independently and interdependently in an interdisciplinary team environment in which the skills and responsibilities of each team member are recognized and respected
- Demonstrated proficiency in use of computers and various computer software applications, such as Voila and NEBS

## Why should I work here?

At Causeway we are focused on building better communities by employing each person's abilities and this starts with our team. When you join Causeway, you can expect:

- A supportive, inclusive and collaborative environment
- Starting salary of \$60,000
- 3 weeks' vacation leave
- Generous sick time, appointment time and statutory holidays
- Additional paid time over the holiday break between Christmas and New Year's Day
- Free access to a full onsite gym
- Group Benefits and Pension Plan (shared by employer and employee)
- Opportunities for professional development, training and continuous learning

## How do I apply?

Please send a copy of your resume and cover letter to Hailey Hechtman, Executive Director at [hhechtman@causewayworkcentre.org](mailto:hhechtman@causewayworkcentre.org) by **Friday, November 18th, 2022**.

*Causeway is an inclusive workplace and encourages qualified candidates from diverse backgrounds and who have faced barriers to employment, including those who may need accommodation, to apply to join our staff team. Please advise if you require accommodation throughout the recruitment process.*