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## Internal/External Job Posting

### Human Resources Administrator

West Neighbourhood House, formerly St. Christopher House, is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families, and groups in the community to gain greater control over their lives and community. Our diverse programs and community development activities are delivered by a dedicated team of approximately 210 full and part-time staff and support approximately 16,000 people of all ages annually.

As the Human Resources Administrator, you will be responsible for supporting the Human Resources Director with human resource functions such as payroll, health and safety, wellness, recruitment, and metrics within a unionized environment.

As a key player providing administrative support, you are a detail-oriented individual who is comfortable wearing many “hats” and able to respond to shifting priorities.

**West Neighbourhood House is actively seeking applications from Indigenous, Black and People of Colour, people with disabilities, women and people of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.**

**West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.**

#### Responsibilities:

- Serving as a resource for all staff, providing information, advice and resolving day-to-day issues;
- Assisting with the employee hiring process, including collaborating with hiring committees to assist with recruitment (e.g. posting and advertising job vacancies), collecting and screening resumes, and participating in interviews;
- Processing payroll-related changes (e.g. new hires, status changes, terminations) and producing reports using the in-house payroll system);
- Ensuring the accuracy of sick, vacation and overtime balances for all staff;
- Assisting with the implementation of the health and safety program including completion of all related paperwork and forms, performing workplace inspections;
- Assisting with WSIB claims management, completion of forms, etc;
- Assisting with administering and applying the collective agreement;
- Enrolling new staff, processing salary changes, and other transactions ensuring the Group Medical and Dental benefit plans and Pension Plan are up to date and accurate;
- Digitizing all personnel records, files, timesheets and other documentation;
- Providing orientation to new employees as required;

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West Neighbourhood House is an equal opportunity employer. We thank all applicants, but only those candidates to be interviewed will be contacted.

*A United Way Member Agency*

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- Taking minutes at various meetings as required;
- Collecting and reporting human resource-related data and providing analysis of trends;
- Providing assistance to other members of management as required;
- Participating in House-wide activities and other duties as required.

### Qualifications:

- Undergraduate degree in Human Resources Management or related program and working toward CHRP designation;
- Minimum 1-2 years of practical experience in Human Resources with a working knowledge of all functional areas within a unionized environment;
- Comprehensive knowledge of all employment legislation, regulations and guidelines;
- Demonstrated interest in innovative human resources practices and organizational development;
- Exceptional attention to detail, accuracy and comfort with mathematical operations;
- Exceptional interpersonal, communication, organizational and conflict resolution skills;
- Understanding of and commitment to anti-oppression and anti-racism practices;
- Excellent written skills and ability to prepare job descriptions, postings, policies, minutes, etc.;
- Ability to manage multiple urgent requests, simultaneously occurring deadlines and rapidly changing priorities;
- Ability to display a high degree of tact and judgment;
- Systems savvy, able to take detailed notes, navigate systems and learn quickly;
- A proven ability to appropriately deal with confidential and sensitive information;
- Demonstrated customer service skills;
- Proficiency in word processing, spreadsheet and payroll software (Sparkrock is an asset);
- Ability to work occasional evenings and weekends, as required;
- Knowledge of the not-for-profit social services sector is an asset.

**Note: This position will be primarily in-person/on-site with some remote (e.g. from home) work.**

**Status:** Permanent Full-time (non-bargaining unit position)  
**Start Date:** ASAP  
**Hours:** 35 per week (flexible working hours)  
**Rate:** \$54,563 (4 weeks vacation, paid sick days, floater days, full benefits package after 3 months, RRSP contribution after 1 year)  
**Immediate Supervisor:** Human Resources Director  
**Posting Date:** April 10, 2024  
**Closing Date:** May 1, 2024

**Please reply with your cover letter and resume by 5 pm on the closing date to:**

Hiring Committee  
588 Queen Street West, 2<sup>nd</sup> floor  
Toronto, M6J 1E3  
[jobs@westnh.org](mailto:jobs@westnh.org)

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