

## **HUMAN RESOURCES GENERALIST**

**Responsible to:** Director of Human Resources

**Date:** May 2016

### **Position Detail:**

The Human Resources Generalist will aid the Director of Human Resources and the Volunteer Coordinator by recruiting candidates, providing orientations, conducting regular performance reviews and participating in health and safety initiatives.

### **Duties and Responsibilities:**

#### **Assist the Director of Human Resources in:**

- Maintaining and up-dating job descriptions for all paid staff
- Develop and implement all human resources policies and procedures for the organization including, but not limited to, the following:
  - Harassment and violence
  - Code of Conduct
  - Discrimination
  - Health and Safety
  - Compensation
  - Recruitment and selection of employees and volunteers
  - Performance Management
  - Discipline and termination
  - Conflict resolution
- Ensure all policies are up to date and adhere to relevant legislation
- Provide direct supervision to paid staff including the following:
  - Providing appropriate, supportive supervision and on-going feedback
  - Scheduling
  - Ensuring that staff are properly trained for their work
  - Maintaining a healthy work environment
  - Conduct performance evaluations
  - Handling disciplinary issues
- Recruit paid staff in accordance with the organization's current needs

#### **Assist the Volunteer Coordinator in:**

- Recruiting and screening new volunteers in accordance with the application process by conducting interviews, obtaining police records checks and conducting reference checks
- Aid with the onboarding process of new volunteers
- Responding to any current or potential volunteer complaint and inquiry

**Administrative Duties:**

- Maintain staff and volunteer records and appropriate paperwork for all human resources decisions
- Work with appropriate Directors and volunteers to ensure that all human resources policies comply with Human Rights, Employment/Labour Standards and all other legislation.
- Seek Board approval for all human resources policies that have legal implications for the Board such as screening policies and harassment policies

Other duties may be assigned

**Qualifications**

Knowledge of Human Resources best practices is an asset