



Posting #: 2023-016
Position: Manager, Human Resources
Posted: August 3, 2023
Deadline: September 4, 2023

Manager, Human Resources
Full-Time – 37.5 hours per week – 2-year contract

JOB SUMMARY:

Carpenter Hospice is an 11-bed home in the heart of Burlington that offers resident-based care to individuals in the last stages of their lives, and community-based programs for individuals dealing with grief or a life-limiting illness. It is an exciting time to be joining Carpenter Hospice as we expand our resident and community services in Burlington and surrounding areas.

In this new role as Manager, Human Resources, you will report to the Executive Director, and be responsible for delivering a wide range of HR services including but not limited to talent acquisition and recruitment, employee policies and practices, employee relations, performance management, learning and development and organizational change.

Key Responsibilities:

- Leads the organization's full cycle recruitment (job postings, interview process, recommendations to hiring manager, onboarding)
- Builds learning and organizational development programs that grow our team's capabilities and support employee retention
- Reviews and makes recommendations annually to the leadership team for improvement on policies, procedures, and practices on human resources matters
- Provides guidance in the interpretation and implementation of HR practices including appropriate policies
- Serves as a subject matter expert for relevant HR transactions and business processes
- Implements initiatives and manages programs to enhance employee engagement and create a positive work culture
- Provides confidential and responsive service to managers and employees in support of HR functions
- Ensures government compliance (Employment Standards Act, Joint Health & Safety and all legislative matters) and maintains current knowledge on employment regulatory changes
- Leads initiatives to celebrate achievements, acknowledge contributions, and recognize outstanding performance
- Create and administer tools that support performance management, coaching and employee development cycles
- Collaborates with managers to identify proactive planning that aligns with future needs of the organization
- Supports the development, management, review, analysis and reporting of HR related data and metrics
- Processes entries into the HRIS system in relation to job changes, compensation changes, leaves of absence, etc.
- Works cross functionally with the Finance Coordinator on HR matters that affect payroll (e.g., new employee documentation, benefits, ROEs, etc.)
- Creates HR documents and templates
- Leads/participates in ad-hoc HR projects regularly as required



- Participates in various activities during the year-end Performance Management process including communication, and planning administration of the program
- Coordinates various training workshops for employees and maintains accurate records
- Other HR-related duties as required

The Ideal Candidate:

- Bachelor's degree (or equivalent) in human resources, business, or another related field, considered an asset
- Completion of relevant post-secondary education in human resources
- HR Certification/ CHRP designation, or actively working towards
- Three (3) to Five (5) years of related HR experience
- Experience working in a not-for-profit organization is an asset
- Knowledge and understanding of employment legislation, HR policies and HR best practices
- Demonstrated practical experience with equity, diversity, inclusion and belonging initiatives
- Proficient in MS Office Suite
- Sound judgement, high level of integrity, ability to exercise confidentiality, show tact, diplomacy, and discretion in handling information of confidential and/or sensitive nature
- Experience of giving professional advice and coaching managers on a wide range of HR issues
- Knowledge of ADP is an asset for administering payroll
- Knowledge of and experience developing and implementing best practices in learning governance structures, systems, and HR policies, processes, and procedures
- Experience working with Human Resource Information Systems with ability to create and generate reports
- Strong communication and presentation skills, both verbal and written

Other Requirements:

- Ability to work flexible hours including some work on evenings/weekends to meet hospice needs
- Required to provide On-Call Manager support evenings/weekends on rotation with other members of the Leadership Team, approx. every 5 weeks
- Ability and means to travel as needed
- Required to provide a satisfactory current criminal reference check (CPIC) including for Vulnerable Populations prior to hire

To apply, please email your cover letter and resume to **HR@thecarpenterhospice.com**

At Carpenter Hospice, we are committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community. Should you require accommodation during any phase of the recruitment process, please indicate this in your cover letter. For any assistance, please contact the Human Resource Department at 905-631-9994 extension 136.

We thank all applicants for their interest in Carpenter Hospice. Only qualified candidates selected for interviews will be contacted.