



## HR Generalist

Part-Time (22.5 hour per week)

**Accessible Housing** opens doors to homes that are accessible and affordable for people with limited mobility. Through providing a continuum of housing and supports, we work to ensure that everyone has a home and belongs in community.

### Job Description

Reporting to the Director of Finance & Administration, the HR Generalist is responsible for recruitment, employee benefits administration, maintaining HRIS data, providing insights on human resources best practices, employee training and development, HR policies and procedures and HR related projects.

As a member of the team, the HR Generalist participates in regular team meetings and interacts with people across the organization.

### Duties and Responsibilities

- Leads full-cycle recruitment including preparing and posting job advertisements, screening resumes, participating in interviews, conducting reference checks and making employment offers
- Prepares standard employment agreements for review and signatures; determine benefits eligibility
- Conducts human resources initial onboarding appointments and orientation for new employees
- Administers group benefits and respond to inquiries about terms and conditions
- Maintains the Human Resources Information System (BambooHR) by compiling, inputting, and updating employee data including pay or position changes, training, discipline, termination, employment letters, and yearly employee evaluations
- Performs audits to ensure data accuracy, and creates standard reports for management
- Reviews, proposes and writes HR policy, standards and procedures and ensures alignment to policies and procedures in alignment with applicable legislation
- Maintains knowledge of industry trends and employment legislation and ensures compliance
- Acts as the OH&S officer for Accessible Housing and ensures alignment with applicable legislation
- Identifies legal requirements and government reporting regulations affecting human resources functions
- Assists with special HR projects as needed
- Acts as FOIP Privacy officer for Accessible Housing
- Performs other related duties as required and assigned

## Qualifications and Experience

- The successful candidate will have a certificate, diploma in human resources or a combination of certification and experience.
- At least 3 years general HR experience in a similar role.
- High sense of urgency and prioritization of daily tasks.
- Is proficient in Microsoft Word, Excel, PowerPoint and Outlook.
- Experience working with BambooHR would be considered an asset.
- Prior working experience in the non-profit sector would be considered an asset.

## Core Competencies

- *Accountability*: accepts responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner.
- *Flexibility*: openness to different and new ways of doing things; willingness to modify one's preferred way of doing things.
- *Attention to detail*: owns the numbers, knows the numbers and ensures their accuracy and completeness at all times
- *Problem solving*: the ability to seek out information, analyze problems, surmount barriers, and implement solutions
- *Communication*: the ability to effectively communicate at all organizational levels and in any environment in both verbal and written form, as well as to listen to understand the meaning and intent of others' communications
- *Integrity*: maintaining all legal, social and organizational standards, including confidentiality and security of files, and valuing and honoring commitments

## Working Conditions

This position works out of Accessible Housing housing's main office with visits to sites on a regular basis.

## Application Information

Accessible Housing operates as an open, dynamic, highly functioning team which values compassion, community, leadership and empowerment. If you are looking for a rewarding career with an established and caring culture, please submit your resume along with a cover letter indicating your desired salary range to: [resume@accessiblehousing.ca](mailto:resume@accessiblehousing.ca)

Only those selected for an interview will be contacted.

**Closing Date for Applications:** September 24, 2018

*Accessible Housing employees enjoy competitive compensation, extended health and dental benefits, a matching RRSP after one year of service, an accelerated schedule for earning additional vacation days, your birthday off, and a flexible work environment.*