



**JEAN TWEED CENTRE**, a community based treatment centre for women with substance use, mental health and gambling problems and their families, invites applicants for the following position:

### **Manager, Human Resources**

The Jean Tweed Centre is a not for profit agency funded for the purpose of providing health services to women and their families with concerns related to substance use, mental health, and problem gambling. The agency employs more than 100 full time & part-time employees, as well as providing opportunities for numerous volunteers and students. The Jean Tweed centre offers multiple services and is located in numerous locations across the GTA.

The JEAN TWEED CENTRE requires a high energy and experienced Manager, Human Resources who will play a key role in engaging and supporting management and employees with all HR initiatives, operational processes and procedures, tactical issues and employee relations efforts. The Manager, Human Resources will build positive working relationships and act as a main point of contact for management and employees across the organization. This full-time position reports to the Director of Finance and Administration and will incorporate the following duties:

#### **Duties:**

- Support managers and employees through the full cycle of the annual Performance Management Process, ensuring consistent application and follow through across all teams, and act as an advisor on performance issues. Manage centralized process for performance reviews and corresponding recommendations for salary adjustments.
- Develop and maintain job descriptions for all positions including making necessary adjustments as jobs change/evolve. Ensure cohesion across the organization.
- Manage employee records and ensure best practices throughout the organization.
- Conduct workplace investigations; consult senior management on disciplinary matters.
- Prepare employment related documents including offer letters, orientation packages, employment confirmation letters, etc.
- Ensure compliance with all employment related legislations and regulations. Review, update, develop and implement policies and programs in accordance with agency and legislative changes.
- Manage the complete recruitment cycle of all approved positions for the organization.
- Conduct new hire orientations including the completion of new hire paperwork and policy reviews.
- Manage and administer benefits and compensation for the organization. Maintain strong working relationships with external consultants.
- Support Senior Management as required.

#### **Qualifications/Skills:**

- 5-7 years of previous HR experience with a minimum of 2 years in a management role.
- Diploma/university degree in HR, business administration or other related field.
- CHRP/CHRL designation is an asset.
- Working understanding of provincial Employment/Labour Standards, and HR legal trends and practices.
- Excellent communication, interpersonal and listening skills with the ability to provide constructive and effective feedback and coaching, manage conflict resolution, and crisis management.
- Strong knowledge and experience in creating and implementing HR policies and programs.



**JEAN TWEED CENTRE**, a community based treatment centre for women with substance use, mental health and gambling problems and their families, invites applicants for the following position:

- Exhibit strong organization and decision making skills, a keen attention to detail and accuracy, and a proven ability to deal with confidential and sensitive information.
- Full proficiency in all Microsoft Office applications.
- Ability to work independently with minimal supervision
- Demonstrated excellence in maintaining culture of respect, inclusion, positive and supportive work environment.

**STATEMENT OF INCLUSION:**

The Jean Tweed Centre recognizes and values the rich diversity of Canadian society and specifically the women, children and families that we serve. We are committed to working from an inclusive and holistic anti-oppression framework to assist women and their families from various cultures, racialized groups, socio-economic backgrounds, sexual orientations and gender identities.

**APPLICATION DEADLINE:** Friday April 7, 2017

**DIRECT RESUME TO:**

Susy Cannon  
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Toronto, Ontario M8Z 1J5

**FAX:** (416) 255-9021 or [humanresources@jeantweed.com](mailto:humanresources@jeantweed.com)

*We thank all applicants, however, only those being considered for an interview will be contacted.*

*Applicants with disabilities who are qualified and selected for an interview will be accommodated upon request.*