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**SECTION: ADMINISTRATION**

**TOPIC: JOB RESPONSIBILITIES**

**POLICY TITLE: HUMAN RESOURCES GENERALIST**

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**Purpose:**

This position reports to the Executive Director within the broader framework of HCSS'S mission-philosophy, policies and procedures. The incumbent is responsible and accountable for a range of duties related to the staff hiring, training, performance management, HR records management and some employee scheduling. The Human Resources Generalist will be able to demonstrate an appreciation for the value of a supportive and cohesive working environment and work tirelessly towards achieving and maintaining this culture.

**Duties and Responsibilities:**

**Recruitment, Selection and Onboarding:**

- Creating and posting employment opportunities for new and vacant positions.
- Coordinating the selection process for employment candidates including preparing selection documents, arranging interview times, collecting, correlating and distributing selection results, checking references and notifying successful candidates.
- Coordinate and facilitate onboarding procedures for newly hired employees.
- Provide new employees with position appropriate HCSS nametag, key/access code, cell phone

**Benefits Administration:**

- Administer group benefits plan including new hire set up, status changes, employee support, terminations, and employee record maintenance.
- Prepare monthly management reports.
- Handle employee inquiries regarding employer-provided benefits and disability claims.
- Conduct employee presentations and information sessions pertaining to benefits matters. Engage benefits provider to reconcile issues or concerns.
- Administer the employer sponsored retirement savings plan.

**Staff Training and Development:**

- Coordinate in-service training, orientation and one-off training events.
- Coordinate external training, conferences and professional development.
- Select and update annual A/V employee training and information modules in order to meet or surpass all mandated health and safety, employment standards, human rights and OADA legislative requirements.



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- Monitor employees' progress towards completion of mandatory annual training and provide progress reports to the management team.

**HR and H&S Policy Development and Updates:**

- Research and create legislatively compliant and appropriate HR and H&S policies in consultation with the Management Team and H&S Committee.
- Regularly review and update all current HCSS HR and H&S policies and ensure employees are informed of any changes.
- Meet with all new employees to ensure a consistent knowledge of important HR and H&S policies, procedures and forms are reviewed and understood
- Create and maintain a new employee handbook of important HR and H&S policies and forms which the new employee can access for quick reference.

**Performance Management:**

- Participate in the design and implementation of performance evaluation instruments.
- Maintain statistical information related to performance evaluations.
- Report to the management team on performance review schedules including due, overdue track and file.

**IT Inventory**

- Monitor, track and maintain an up-to-date inventory list of all HCSS computer hardware and software as well as licensing requirements, updates and expirations.
- Respond to and track all employee computer, software, printer and connection issues and refer issues which cannot be resolved in the house to the contracted IT support.

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required by the incumbent. Incumbent may be asked to perform other duties as required

**Qualifications:**

- Diploma or degree from a recognized college or university and CHRP certification
- Excellent communication and problem-solving skills
- above-average competence in aptitude with current technology and software
- Strong interpersonal skills and ability to work effectively as a member of a team



**HOME & COMMUNITY  
SUPPORT SERVICES**

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- prior experience with staff scheduling

I have read and accept duties as described:

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Signature of

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Date