



## **JOB DESCRIPTION HUMAN RESOURCES SPECIALIST**

### **Our Vision:**

*The Native Canadian Centre of Toronto is dedicated  
to helping all of our relations on their journey*

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The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

- I Job Title:** Human Resources Specialist
- II Employment Term, & Work Hours:** Full Time includes Benefits, 40 hours/ week
- III Department:** Executive Department
- IV Direct Report:** Executive Director
- V Position Summary:** The NCCT has been growing very rapidly and we are seeking a strong, professional in-house Human Resources Specialist. To excel in this role, you must have an in-depth knowledge of all HR processes and labor regulations.
- VI Duties and Responsibilities:**
  - Plan, develop, implement, administer and evaluate human resources policies and procedures
  - Ensure all staff and volunteer records are maintained and updated
  - Respond to staff and volunteer queries and resolve issues in a timely and professional manner
  - Prepare, review and update occupational classifications and job descriptions
  - Develop, implement, maintain and participate in staff recruitment, interviews and selection processes
  - Prepare and execute letters of offer, on-boarding materials, police background checks, policy reviews and signatures
  - Work closely with the Payroll Team and managers ensuring staff contracts and HR information is accurate and current
  - Coordinate and monitor the on-boarding program and training of new staff
  - Develop and administer the staff performance review program and scheduling, including support for managers and supervisors on supervision, coaching and feedback to staff
  - Manage, mediate and advise on staff and volunteer relations matters, incident investigations, WSIB incidents, etc.
  - Make policy recommendations to ensure NCCT's ongoing compliance with legislative requirements such as the Human Rights Code, Employment Standards and Bill 168
  - Coordinate, update and track renewals of certifications for workplace health and safety programs e.g., CPR training, AODA, WHMIS and sit as a member of the Joint Health and Safety Committee



- Plan, track, update and administer trainings, certifications and career development for all staff
- Experience working within an Indigenous organization or with the Aboriginal community an asset
- Knowledge of Indigenous Languages and Culture represented in NCCT community
- Ensures the NCCT response is consistent with current local, provincial, and federal health guidelines and orders
- Commitment to learn and use an Indigenous Language reflective of NCCT community
- Ensure practices and procedures exist to maintain the confidential storage and security of all staff files and other related information
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Other duties as required

## **VII QUALIFICATIONS:**

- A university degree or college diploma in business administration, human resources, or other related discipline or equivalent
- CHRP (Certified Human Resources Professional) designation is an asset
- HRPA (Human Resources Professional Association) registrant in good standing is an asset
- A minimum of 3 years' proven experience in a similar role
- Working knowledge of HRdownloads and Ceridian an asset
- Strong knowledge of labor legislation and payroll processes
- Good understanding of the full recruitment process
- Exceptional verbal and written communication skills
- Demonstrated leadership skills including the ability to contribute to the creation of positive team and workplace dynamics
- Demonstrated empathy, approachability and an understanding of others
- Successful community experience working with both Indigenous and diverse populations
- Experience working within an Indigenous organization or with the Aboriginal community an asset
- Knowledge of Indigenous Languages and Culture represented in NCCT community
- Ensures the NCCT response is consistent with current local, provincial, and federal health guidelines and orders
- Demonstrated ability to earn and maintain trust and show discretion at all times
- Knowledge and ability to work with standard operating programs (i.e, word, excel)
- Ability to write and communicate clearly and effectively
- Well organized and able to streamline, prioritize and manage multiple tasks effectively
- This position requires the successful candidate to provide a Police reference check as a condition of employment
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

## **VIII Working Conditions:** Must be a strong but fair advocate and must be able to work under pressure and stressful situations (i..e investigations, meeting hard deadlines, incident reporting , WSIB and so forth)



**VIII Physical requirements:** Blended work environment remote and in-office possible.

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***The successful candidate is expected to contribute positively to the implementation of the NCCT's vision and mission, operate in a collaborative team setting and maintain high and professional productivity levels and quality of service.***

***This is a full-time, permanent position. Salary is commensurate with qualifications and experience. Although preference will be given to Indigenous applicants (First Nations, Metis and Inuit), all qualified candidates are encouraged to apply.***

***We thank all applicants for their interest however only those candidates selected for interviews will be contacted.***

***If this position interests you, please submit your resume and a cover letter to:***

**Elisabeth Pohl  
Executive Assistant, HR Generalist  
[epohl@ncct.on.ca](mailto:epohl@ncct.on.ca)**

**Application Deadline: August 4, 2023**

**Application Link: <https://forms.gle/A8kQqQdYhqbBzsow9>**

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at [epohl@ncct.on.ca](mailto:epohl@ncct.on.ca) of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.