



**Carefirst Seniors & Community Services Association** is a non-profit charitable community services agency established since 1976. Our spectrum of services has grown from the delivery of Chinese meals-on-wheels service to a full range of community support services, covering the whole Greater Toronto Area, and the York Region.

With a staff of 500 members (including full-time and part-time staff) and the help of a pool of 1,200 active volunteers, we serve 6,500 clients a year, including seniors and the physically disabled; 1,500 of whom are "home-bound" and frail.

We are currently seeking a **Human Resources Administrator** to join our Human Resources team.

### **Responsibilities:**

- Manage and deliver the full life cycle of recruiting responsibilities, including but not limited to creating and posting positions, identifying and evaluating candidates, coordinating and conducting interviews, conducting reference checks, and making offers to candidates
- Design, develop, and deliver training and staff development initiatives, including but not limited to analyzing training needs and gaps, developing training plans for various level of employees, sourcing and contacting potential service providers, reviewing proposal, coordinating training sessions, creating assessment instruments to evaluate training effectiveness and maintaining training records
- Assist in planning and execution of HR programs and processes including performance management, new hire onboarding, off-boarding, staff activities, etc.
- Create, develop, and administer health and wellness programs for all staff members
- Keep up-to-date of current trends and best practices related to HR and share this knowledge to support process improvements
- Perform administrative functions related to day to day operations

### **Job Requirements:**

- Bachelor degree in Human Resources or other relevant field from a recognized post-secondary institution
- A minimum of 3 years progressive, well-rounded generalist experience
- Strong working knowledge of provincial employment legislations, Occupational Health and Safety Act, WSIA and Human Rights Act
- Results-oriented, analytical thinking, and excellent interpersonal skills
- Able to juggle multiple projects, to prioritize competing demands, and to work independently and interdependently
- Proficiency with Microsoft Office applications, HRIS
- Excellent communication and highly developed organizational skills
- CHRP designation considered an asset
- Proficiency in English; a second language commonly used by our clients, such as Cantonese/Mandarin, is an asset
- Current vulnerable sector check (within one year)

While we thank all candidates for their interest, only those selected for an interview will be contacted.

Carefirst is an equal opportunity employer. If you require accommodation during the hiring process, please inform us in advance to arrange a reasonable and appropriate accommodation.

Please send your cover letter and résumé to:  
Carefirst Seniors & Community Services Association  
300 Silver Star Blvd | Scarborough | ON | M1V 0G2  
Email: [hr@carefirstontario.ca](mailto:hr@carefirstontario.ca)