



Carefirst Seniors & Community Services Association is a non-profit community services agency. Since 1976, we have provided community support, home and personal health care services in a holistic manner to seniors, individuals with disabilities, and those with medical needs in the Greater Toronto, York, and Mississauga regions.

With a staff of 500 members (including full-time and part-time staff) and the help of a pool of 850 active volunteers, we serve over 15,000 clients a year, including seniors and the physically disabled; 3,000 of whom are "home-bound" and frail.

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

Responsibilities:

- Manage the full cycle recruitment process for all internal and external hires, including preparing job postings, sourcing/screening, in-person interviewing, conducting reference checks and issuing offer letters
- Participate in external job fairs and lead campus recruitment for various positions
- Facilitate new hire onboarding process, including developing orientation materials, conducting orientation presentations, processing paperwork, etc.
- 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

Requirements:

- Degree or Diploma in Human Resources or other relevant field from a recognized post-secondary institution
- A minimum of 3 years progressive, well-rounded generalist experience
- CHRP designation considered an asset
- 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
- 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)

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
Fax: (416) 502-2382
Website: www.carefirstontario.ca

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.

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