



POSITION TITLE: Human Resources Manager

LOCATION: Toronto - in office [and temporarily home based due to COVID-19]

APPLICATION CLOSING DATE: May 18, 2022

SALARY RANGE: \$65,000 - \$80,000.00

ABOUT STELLA'S PLACE:

Mission: Partnering young adults and professionals to provide a collaborative, innovative model of mental health services.

Vision: Healthy, resilient young adults living the lives they choose.

Values: At Stella's Place, we fundamentally value the capabilities and contributions of young adults, as we seek breakthrough innovations that benefit our community and society as a whole.

JOB DESCRIPTION:

Stella's Place is an innovative mental health service for young adults (16-29 years). We are at a critical and exciting stage in our growth – we have laid the foundation and infrastructure for a new and engaging model of mental health care for young adults and are now delivering services (at Stella's Place, online, and in collaboration with key partners in Toronto), seeing results, and changing lives.

We are seeking an experienced Human Resources Manager who, along with the management team, will be responsible for establishing Stella's Place as an employer of choice. You will be responsible for managing all recruitment and selection tasks, complete employee life cycle, all aspects of employee relations and ensuring Stella's Place is compliant with employment law. You will manage payroll as well as facility needs and represent the organization to external vendors..

As a member of the Management Team, the Human Resources Manager contributes to organizational planning and operational excellence with a specific focus on HR, facilities, office systems, and internal process improvements. The Human Resources Manager will supervise and coach the Human Resources and Operations Coordinator.



This role requires strong leadership skills, flexibility, and commitment to excellence. The position requires the ability to manage multiple deadlines and multiple internal customers in a fast-paced environment. A collaborative and diplomatic approach will be required to succeed in the role. The position will require exceptional judgment and superior verbal and written communication skills.

ROLE RESPONSIBILITIES:

Human Resources - 40%

- Develops HR annual improvement plans in collaboration with management team
- Manage the day-to-day employment life cycle processes including recruitment and selection, onboarding, training and development, performance management, attendance management, discipline and termination
- Manage employee accommodation needs, leaves of absence and return to work planning
- Manage employee relations
- Ensure compliance with all labour laws, AODA, OHSA and OHRC
- Develops and implements policy to deliver HR services
- Support managers to provide effective support and coaching to employees
- Manage total compensation and rewards to support effective employee recognition and retention
- Manage and oversee payroll and benefits program
- Manages HR -related vendor contracts, including renewals, quality monitoring and improvement (e.g. Benefits, Occupational Health/WSIB, Payroll services)
- Participates in organizational committees (e.g. Staff Satisfaction Committee, Joint Health and Safety Committee)

Office Management - 40%

- Manages vendor and contractor relationships pertaining to office, IT, insurance policies and products
- Plans for future office system needs
- Maintains relationships and acts as the main point of contact for service contractors
- Develops emergency response plans in collaboration with management team, and responds to security and other priority facility issues



- Work with Management to oversee facility layout, office assignments, office supplies and equipment requirements to fulfill roles
- Supports bookkeeper with petty cash distribution
- Provides oversight for IT service and support delivered by vendor to ensure needs addressed proactively

Coaching and Supervision - 10%

- Provides regular coaching to Human Resources and Operations Coordinator to ensure they have the support they need to perform to expectations and develop in their role
- Supervises Human Resources and Operations Coordinator in carrying out administrative tasks related to facility and office management, including procurement/purchasing under \$500
- Supervises HR systems/process/documentation as carried out by Human Resources and Operations Coordinator (payroll changes, personnel record keeping, recruitment and selection, onboarding processes, etc.)
- Engages and supervises project contract personnel (e.g. Policy writer)

Other / Special Projects - 10%

- Receives and works to resolve recommendations from Joint Health and Safety Committee with the Leadership team
- Leads projects related to organizational practices and quality improvement planning

QUALIFICATIONS:

- Prior experience (5+) as an Human Resources Manager, or a related role with specific experience in human resources, and internal office services and support
- Experience supervising a team
- University and/or College degree or diploma (Bachelor's degree or above preferred)
- CHRP or CHRL designation
- Experience working with equity, diversity and inclusion principles
- Knowledge of trauma informed and anti-oppressive practices
- Experience in organizational effectiveness and in implementing operations management best practices



- Experience planning, implementing, managing, and communicating organizational change (specifically related to HR, office/administration processes and services)
- Experience writing human resource policy
- Tactful, diplomatic and discrete professional
- Strong communicator both written and verbal
- Experience maintaining confidentiality
- Able to work in a fast paced environment and manage competing priorities

PREFERRED ASSETS:

- Professional certification in not-for-profit leadership (asset)
- Certification with Provincial Occupational Health and Safety (asset)
- Experience working in a community-based service agency or Non-Profit (asset)
- Knowledge gained from working in mental health sector and/or lived experience of mental health services (asset)

SALARY & BENEFITS:

Stella's Place offers a competitive annual salary and a generous health and vacation package; including comprehensive medical, dental and vision health benefits, 3 weeks vacation and 15 health days annually, prorated to service. Vacation increases after one year of service.

HOURS & REPORTING:

Regular communication, coaching, mentoring, professional development, and evaluation will take place with the Executive Director on a regular basis.

This is a full time position working 40 hours per week, Monday to Friday. Weekend and evening work will be required occasionally.

DIVERSITY, EQUITY, AND ACCOMMODATION:

Stella's Place is committed to having a workforce that is reflective of the diversity of the City of Toronto in general and of our participants in particular. We strongly encourage applications from racialized persons, Indigenous persons, persons with disabilities, persons of diverse sexual orientation, gender identity and gender expression and all those who can provide and contribute to diversification of perspective at Stella's Place.



Stella's Place is committed to hiring practices that are inclusive and barrier free. Stella's Place will provide reasonable and appropriate accommodation during all stages of the hiring process in accordance with the Ontario Human Rights Code in order to ensure the equal and fair assessment of all job applicants. Applicants are asked to make any accommodation request in advance.

YOUR APPLICATION:

Interested and qualified candidates are invited to submit their cover letter outlining your interest in working with Stella's Place and how you heard about the position (include specific website or network) along with a detailed CV to careers@stellasplace.ca with subject: Human Resources Manager by May 18, 2022.

We thank all candidates for their interest. We regret that only those selected for an interview will be contacted.