



Genevra House
La maison Genevra

Administration: Phone: 705.673.4754
Fax: 705.688.1727

Genevra House: Phone: 705.674.2210 / 1.800.461.0133
Fax: 705.688.8816

370 St. Raphael St., Sudbury, ON, P3B 4K7 www.ywcasudbury.ca

Job Posting – Director of Human Resources

Reporting to the Executive Director, the Director of Human Resources maintains and enhances the organization’s human resources by planning, implementing, and evaluating employee relations and human resource policies, programs, and practices. The YWCA Sudbury projected operating budget for 2023-2024 is \$2,000,000 and represents 30 employees

Job Title: DIRECTOR of HUMAN RESOURCES

Hours of Work: 35 hours/week

Remuneration: TBA

Objectives: Reports directly to the Executive Director. The Human Resources Director maintains and enhances the organization’s human resources by planning, implementing, and evaluating employee relations and human resource policies, programs and practices.

Qualifications:

- Bachelor’s degree or an equivalent combination of education and experience;
- Minimum 3 years in Human Resources Management or progressively related activities;
- Must possess an in-depth knowledge of current HR practices and procedures;
- Experience in employment law, employee relations, and workplace safety and training;
- Ability to work independently;
- Must pass criminal record check and vulnerable sector check.

Duties and Responsibilities:

- Manages organization staff by:
 - Establishing an interview and recruitment process;
 - Assisting managers on candidate selection;
 - Managing terminations and conducting exit interviews;
 - Maintaining and recommending changes job descriptions for all new and existing positions.
- Plans and conducts new employee orientations in order to foster a positive transition and understanding of YWCA’s goals and objectives;
- Remains cognizant of current federal and provincial HR policies and procedures including government reporting regulations;
- Assists with personnel issues according to the YWCA grievance policy (with consultation of legal counsel when required);



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- Maintains management guidelines by developing, updating, and recommending changes in HR policies and procedures;
 - Responsible for conducting and participating in salary surveys to ensure that our salary administration program and total compensation philosophy meets internal and external equity, as well as making recommendations regarding salary increases.
 - Assists Managers, as needed, in the development and maintenance of policy manuals for YWCA programs;
 - Designs and maintains human resource records through a filing and retrieval system that sustains both current and archival record-keeping and maintains electronic files with payworks;
 - Remains up-to-date on professional and technical knowledge as it relates to HR. Manages all documentation regarding hiring and promoting staff including temporary appointments, leaves of absence, resignations or terminations and adjust staff wages or benefits accordingly, and coordinates with finance/payroll in order to ensure that information is maintained and up-to-date in each employee's file;
 - Coordinates HR record-keeping and related issues with managers/payroll;
 - Assists managers with issues regarding employee health, safety, and wellness;
 - Coordinates, updates, and administers YWCA benefits;
 - Coordinates general staff training (not program specific);
 - Develops and maintains community contacts;
 - Records and maintains documentation on all staff including training, education, etc.; and
 - All other duties as requested.

Health and Safety:

- Ensures that the establishment and maintenance of a health and safety program is posted and updated according to the Ontario Occupational Health and Safety (OHS) legislation;
- Develops and maintains an OHS manual for the organization;
- Ensures compliance with OHS throughout organization;
- Conducts OHS and meetings as required, and maintains minutes;
- Develops health and wellness programs; and
- All other duties as requested.

Leadership and Relationship Management:

- Exemplifies, and inspires behaviours, actions, and attributes that are consistent with the YWCA's mission, vision, values, and code of ethics;
- Ensures that ethnic, spiritual, linguistic, familial, and cultural differences are respected;
- Work respectfully, positively, and collaboratively within a team environment sharing experiences and lessons learned;
- Deals effectively with people and is able to recognize own limitations and boundaries, uses appropriate styles and methods when communicating with others, and organizes thoughts and ideas clearly and presents them logically;



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- Provides advice and counsel to the CEO regarding HR related personnel and policy issues;
 - Continues to expand knowledge and expertise in the field of human resources;
 - Actively participate and engage in team meetings, staff meetings, committees, training sessions, and other meetings as required; and
 - All other duties as requested.

Interested candidates are to submit cover letter and resume to m.gorman@ywcasudbury.ca no later than January 29, 2024 at 3:00pm.