

## Job Posting

**Position Title:** Talent and Culture Advisor

**Job Posting Deadline for Internal Candidates:** September 14, 2023 at 5:00pm

**Employment Status:** Permanent Full Time

**Hours of Work:** 35 hours per week, Monday to Friday (\$59,000 to \$65,500 FT annual salary)

**Position Reports To:** Manager, Talent and Culture

**Primary Location:** Hybrid: Combination of Virtual and Onsite as required; Primary Location Pickering flexibility to work at other sites as required)

### Organization Overview

**Durham Community Health Centre (DCHC)** is a registered, charitable organization that provides integrated, accessible, and equitable community based primary care, wellness services, and health education to Durham community members who face multiple barriers to their health and well-being.

DCHC also provides equity-based programs and services that focus on priority populations such as Indigenous, Black, the 2SLGBTQI Community, Newcomers to Canada, Seniors, and Unattached patients (i.e., those without a family doctor), to name a few. DCHC ensures Durham community members receive not only sick care, but preventive care as well.

At DCHC, we are a team-based interprofessional group of staff including physicians, nurse practitioners, nurses, counselors, dietitians, outreach workers, medical secretaries, and other administrative staff. We always place every client at the center of our approach to care, based on their needs. We address these needs through integrated clinical and wellness care and health education.

It's an exciting time to be joining DCHC, while we are embarking on an energizing path with a focus on making our biggest impact yet on the health of Durham community members by diversifying, expanding, and leveraging our Strategic Plan, Theory of Change, Brand, Client Stories and Resources.

### Position Overview

This role supports an experienced and dynamic Talent and Culture department to achieve Durham CHC's strategic goal of Become an Employer of Choice with a Focus on Recruitment, Development, and Retention.

The key accountabilities of the Talent and Culture Advisor include ensuring compliance and supporting managers and employees with the interpretation of the Collective Agreement and policies and procedures, supporting the full cycle recruitment process, ensuring compliance with health and safety legislation, promoting positive labour relations, and the administration of compensation and benefits.

### **Key Responsibilities:**

- Under the guidance of the Manager, Talent and Culture, advises managers and employees on the interpretation and application of Collective Agreements, organizational HR and Health and Safety policies and the appropriate legislation. Support Collective Bargaining Negotiations as required.

- Supports the Manager, Talent and Culture, with investigations (grievances, workplace incidents) and administrative matters related to Labour Relations and Health and Safety.
- Supports the administration of Health and Safety practices and policies. (e.g. Mask fit coordination, CPI coordination with trainers, tracking of required inspections and follow-up, H&S Communications, Code White coordination, AODA)
- Support the recruitment process (Job Posting approval; JD review, Interview participation) and onboarding for new or returning employees, liaising with other departments as required; including career fairs or other events on the occasional evening/weekend. Providing backup to the Talent Acquisition Specialist.
- Support the offboarding process for exiting employees (ex: Exit Interviews, HRIS offboarding)
- Administer compensation and benefit programs, ensuring accurate data entry and liaising with benefit providers as required.
- Liaising with Payroll and HRIS provider (ADP WorkforceNow) to ensure accurate and timely completion of all payroll tasks.
- Responds in a timely manner to employee payroll questions.
- Administer and Track leaves for employees (Disability Leave, Maternity/Parental Leave, etc.)
- Collaborate with Talent Acquisition Specialist to maintain HR records using our HRIS system (ADP Workforce Now).
- Collaborate with Talent Acquisition Specialist to maintain employee compliance records such as applicable certifications, Vulnerable Sector Screenings, mandatory trainings etc.
- Preparing regular and ad hoc HR reporting using ADP Workforce Now and Excel.
- Support the administration of Employee Opinion Surveys.
- Support the administration of annual performance reviews.
- Support employee training programs.
- Involvement in Committees as identified.
- Provide support to special projects and implementation of HR initiatives.
- Other duties as assigned.

#### **Key Qualifications:**

- A minimum of 3 to 5 years' Human Resources experience.
- Degree/Diploma in human resources, administration, business management preferred or equivalent education, CHRP is an asset.
- Experience working in a unionized setting in a not for profit, healthcare sector would be preferred.
- Experience in full cycle recruitment practices in a Human Resources department setting.
- Working knowledge of provincial and federal employment/labour laws, preferably within healthcare facility setting. This includes familiarity with statutory legislations such as ESA, Human Rights, AODA, OHSA, etc.
- Working knowledge and understanding of HR programs, processes, and records management.
- Working knowledge of and experience with ADP Workforce Now is preferred.
- Must have excellent skills in Microsoft Office Suite (Excel, Word and PowerPoint).
- Excellent communicator with the ability to influence, persuade and motivate.
- Strong written and verbal communication and interpersonal to constructively contribute to discussions and build rapport at all levels within an organization.

- Demonstrated ability to work accurately in a fast paced, results oriented team environment, while handling multiple competing priorities.
- Strong attention to detail, organizational and time management skills

**Full vaccination against COVID-19 is mandatory for this position (Durham CHC will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human right protected ground).**

**Application Process:**

- 1) If you are interested in being considered for this position, please submit a cover letter and resume outlining your qualifications and expectations by email to [recruiting@durhamchc.ca](mailto:recruiting@durhamchc.ca). This position will remain posted until filled.
- 2) While we thank all applicants for their interest in applying, only those qualified and considered for an interview will be contacted. All applicant submissions will be kept on file for six months, for future consideration.
- 3) All applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume. As an applicant, it is your responsibility to ensure that you check your email regularly.
- 4) All positions are subject to the successful completion of the following pre-employment conditions for all external hires: Reference Checks; and Criminal Background checks (including Vulnerable Sector Screening).

**Durham Community Health Centre is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. Accessibility:** If you have accessibility needs and require alternate formats or other accommodations, please contact Human Resources at 905-723-0036, or by email to [recruiting@durhamchc.ca](mailto:recruiting@durhamchc.ca). **Durham Community Health Centre, and staff are dedicated to creating an inclusive environment that welcomes diversity.**