



Giving Hope Today

EMPLOYMENT OPPORTUNITY

The Salvation Army - Ontario Division

Job Title:	Senior Human Relations Advisor	Competition #:	
Department:	Human Relations	Position Type:	Full-time Permanent
Salary Range:	\$28.46 - \$35.57 per hour	Unionized:	NO
Posting Date:		Posting Expiry:	May 5, 2023
Location:	The Salvation Army Journey to Life Centre, 545 North Cumberland Street, Thunder Bay, ON, P7A 4S2		

APPLICATIONS ACCEPTED BY:

Email: ong.tbayadmin@salvationarmy.ca

Attention: Human Relations

Mailing Address: Human Relations, The Salvation Army Journey to Life Centre, 545 Cumberland St N. Thunder Bay ON, P7A 4S2

Please, no phone calls.

MISSION, VISION AND VALUES:

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

Mission Statement

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

Core Values:

Hope: We give hope through the power of the gospel of Jesus Christ.

Service: We reach out to support others without discrimination.

Dignity: We respect and value each other, recognizing everyone's worth.

Stewardship: We responsibly manage the resources entrusted to us.

JOB DESCRIPTION

POSITION PURPOSE SUMMARY:

The Senior Human Relations Advisor is a key member of the leadership team and works in partnership with the leadership team and their staff, as well as other partners, to establish a work environment that is positive and mutually supportive, thus providing services that successfully achieve the mission of The Salvation Army. The Senior Human Relations Advisor focuses their efforts on the Thunder Bay Journey to Life Centre's most valuable asset; its employees.

ACCOUNTABILITIES:

- Provide high-level oversight to a broad range of human resource activities; employee/labour relations, job evaluation, organizational and leadership development, performance management, recruitment, safety programs, talent management, total compensation and rewards, workforce planning and related activities.
- Ensure that all aspects of work are completed in accordance with the principles, standards, policies and procedures of The Salvation Army Thunder Bay Journey to Life Centre.
- Prepare and maintain reports, correspondence and other documentation that is necessary to carry out Employee Relation functions and as requested by management and any other stakeholders.
- Provide strategic counsel to the Executive Director on issues related to the strategic Employee Relations of the Salvation Army's Journey to Life Centre.
- Build long-term strategic networks and partnerships to ensure quality service and leadership for people solutions by fostering effective working relationships with colleagues, clients, professional providers and other levels of Salvation Army leadership initiatives.
- Develop, implement and review policies and procedures relating to Employee Relations and disseminate the employee handbook.
- Assist and communicate regularly with the Executive Director regarding ER requirements specifically projects, reports and staff training and make suggestions that will improve efficiency, working conditions and procedures.
- Ensure appropriate liaison with community partners and other contacts, including labour management.
- Assist in the development of a succession plan, which includes, identification of critical positions within the organization, future vacancies in those positions and grooming of candidates that could potentially fill those vacancies.
- Ensure that a position description is in place for each position and matched to the appropriate grade and job description in the Territorial Job Catalogue and/or Union Classification.
- Review position descriptions on an annual basis, with the appropriate Director/Manager, to ensure that they accurately reflect the responsibilities for each position.
- Responsible to oversee the recruitment of personnel (including job postings, pre-screening, interviewing, reference checks through to notifying all applicants of results of selection process), maintain accurate records of this process and ensuring that all policies and procedures are followed.





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- In conjunction with Directors and/or Managers, is responsible for the creation of all interview questions, ensuring relevance to the position and compliance with all legislated guidelines.
- Review all Employee Transaction Forms, Employee Separation Forms and associated hiring forms prior to submission to Divisional Headquarters for processing.
- Ensure that all hiring documentation is completed for new employees and that an orientation process for new employees, and/or employee transfers, is implemented and maintained for all departments.
- Ensure rate increases are reviewed annually and are compliant with pay equity based on The Salvation Army National Salary Schedule.
- Ensure employee benefit orientations and other Benefit/RRSP training is conducted.
- Ensure communication with employees regarding their responsibilities associated with the maintenance of their employee group benefit plan premium costs when on a leave of absence.
- Ensure enrollments, changes, and terminations of participants in all benefit plans and programs, are processed, including notification to The Salvation Army Employee Benefits at Territorial Headquarters for payroll purposes.
- Ensure that any employee changes for payroll have been processed and/or approved through Divisional Headquarters and that the payroll requirements are processed as per bi-weekly payroll schedule.
- Maintain and file all associated payroll documentation and review and audit each payroll register.
- Respond to inquiries from staff regarding payroll matters.
- Ensure that sick time and vacation accruals are calculated accurately and that all Directors/Managers are notified at the beginning of the year of each employee's vacation and sick time entitlement.
- Ensure that employee vacation, sick and other time taken is appropriately tracked through the Employee Relations Information System.
- Ensure steps in the performance management policy are adhered to and suitably utilized; provide advice and guidance to Directors/Managers in this regard and participate in disciplinary/termination meetings as required.
- Assist management in preparing required information, notification and approvals for termination of an employee when applicable as approved by Executive Director or designate.
- Ensure staff performance appraisals are completed as required by Directors/Managers and that discussions regarding succession planning take place in reviews, as appropriate.
- Establish and lead the development of operational plans for the vision and strategic objectives for human resources and organizational development to enable the Centre to achieve organizational goals through the strategic business planning process.
- Oversee the employee engagement strategy within the Salvation Army Journey to Life Centre's strategic plan, which articulates human resource objectives to enable the Centre to achieve organizational goals and translate the strategy to action.
- Work cooperatively with the Director of Operations in the management and supervision of the Health and Safety Program, participating as an active member of the Joint Health and Safety Committee and performing workplace inspections as required.
- Responsible to maintain a level of competency and understand Sections 25 and 26 of the Occupational Health and Safety Act (OHSA), ensuring that the measures and procedures prescribed (OHSA) are carried out in the workplace and that every reasonable precaution is taken for the protection of the worker and workplace.
- Develops and coordinates implementation of health and safety training and information sessions for all employees; including orientation for all new employees.
- Monitor compliance with health and safety legislation, provide advice and make recommendations and improvements and assist with the development of company policies, guidelines, handbooks as it relates to health and safety.
- Provide oversight to WSIB claims and other health and safety matters as required, including supervision of the Early and Safe Return to Work Program.
- Ensure that proper procedures are followed in the event of a workplace injury or illness and conduct incident investigations when required.
- In conjunction with Directors/Managers, develop and publish a training calendar and schedule participants into training sessions ensuring that participant-training records are tracked and monitored for renewal and that all materials required for in-house training are prepared in advance.
- Participate in regular supervision and performance appraisal process and ongoing professional development and training.
- Perform other position related duties as required.

QUALIFICATIONS

Education, Qualifications and Certifications:

- Completed a Degree or Diploma in Human Resources Management.



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- Certified Human Resources Professional designation (CHRP) preferred.
- Valid Ontario Class "G" Driver's License, personal vehicle required and insurance, current copy of driver's abstract that is satisfactory to The Salvation Army, in its sole discretion, is required.
- Must provide an original copy of a Background Check with vulnerable sector screening that is satisfactory to The Salvation Army, in its sole discretion, is required. The screening is secured either through the national Canadian Police Information Centre (CPIC) or through a local police detachment.
- May require screening through The Salvation Army Abuse Registry.
- Alternative combinations of education and experience may be considered.

Experience and Skilled Knowledge Requirements

- Minimum of three (3) years of prior experience in the Human Resources field and a minimum two (2) years of prior related experience in human resources management preferably in a long-term care facility.
- Proficient in working in a computerized environment; must demonstrate strong skills using Microsoft Office Suite: Word, Excel, Power Point.
- Supervisory/management skills and the ability to lead, coach and motivate.
- Skilled in risk, change and project management with the ability to provide guidance and leadership to stakeholders in these areas.
- Solid facilitation skills in a process improvement environment.
- Knowledge of Adult Learning Principles and teaching experience is an asset.
- Strong knowledge of relevant government legislation and Health and Safety standards.
- Self-directed with an ability to work cooperatively with other Directors/Managers, community partners and union leadership and to create a working climate that is positive and mutually supportive.
- Strong organizational skills with the ability to complete assignments and meet deadlines while assessing multiple critical demands and prioritize accordingly.
- Demonstrate a willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Represent the organization in a professional and engaging manner, participate as a responsible team member and assist personnel whom the position supports in developing those skills as required.
- Must comply with all Salvation Army Health and Safety policies/procedures and associated legislation.
- Understand ethical behaviour and business practices and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization while maintaining information in confidence as required.
- Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques in both one-on-one and group settings.
- Positively influence others to achieve results that are in the best interest of the organization.
- Assess situations to determine the importance, urgency, and risks, and make clear decisions, which are timely, and in the best interests of the organization.
- Determine strategies to move the community-based programs forward, set goals, create and implement actions plans, and evaluate the process and results.
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions and make recommendations and/or resolve the problem.
- Develop an understanding and support for the mission and purpose of The Salvation Army in Canada.

WORKING CONDITIONS:

- Computer use, sitting at a workstation, paperwork, filing, meetings.
- May be exposed to some verbal abuse from disadvantaged clients with mental health or addiction issues.
- Hours of work are 37.5 hours per week, Monday through Friday, with flexibility in start and end time.
- May be required to lift on occasion, as required.

In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for all employees in Canada. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial/territorial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.

The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.



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We thank all applicants, however, only those candidates to be interviewed will be contacted.
You must advise your managing supervisor of your intentions prior to submitting your application.

