



Job Posting

HR Administrator

About FHC: Flemingdon Health Centre (FHC) is an engaged and involved member of some of Toronto's most dynamic neighbourhoods; Flemingdon Park, Fairview and Thorncliffe Park. FHC is a registered charity and an incorporated not-for-profit Community Health Centre (CHC), with a vision of Strong Healthy Communities. Across our three sites, we provide a range of health-related services based on the social determinants of health with extensive community engagement. We are primarily funded through the Ministry of Health and Long-Term Care/Ontario Health (formerly: Toronto Central Local Health Integration Network TC-LHIN).

At FHC, we know that health is about much more than just the absence of disease. Our approach to community health encompasses the social determinants of health which includes: education, employment, isolation, food security and social supports, and utilizes a community development model to promote health, prevent disease, and strengthen community capacity. We value health equity, inclusion, community engagement, accountability & transparency, excellence and collaboration & partnerships.

About the Role: The HR Administrator works with the Human Resources team to ensure implementation of high-quality recruitment, on/off boarding, training, performance management, employee engagement and rewards management policies and practices. The HR Administrator will report to the Human Resources Manager and/or delegate to help raise the quality of service provided to community by way of skilled and motivated employees. This position requires the candidate to be friendly, professional, organized and supportive, working and communicating effectively with clients and providers.

Employment terms: Regular Full Time (35hrs/week, evening and weekend hours can be expected)

Salary: \$46,260- \$60,241 per year along with extended health benefits and HOOPP pension plan

Expected Start Date: As Soon As Possible

Location: Flemingdon site (May occasionally rotate across other sites i.e., Fairview & Thorncliffe Park)

Reporting to: Manager, Human Resources

Responsibilities include:

- Arrange onboarding sessions (coordination with various departments).
- Screen applicants to ensure they meet FHC eligibility criteria.
- Maintain employee files and ensure HR database is up to date.
- Process a range of documents including but not limited to; offer letters, letters of employment, attendance reports, benefits documentation and job postings, forms (ie. payroll action and user access) and orders/invoices.

- Utilize third party databases entering/maintaining required information (Group benefits portal, time tracker, HOOPP).
- Assist with maintenance of HR Policies and Procedures manual, Forms, Occupational Health & Safety documents, HR training material, HR processes and other documentation.
- Assist in development of job postings, interviews scheduling, and support with employee on-off boarding and new hire documentation.
- Support in the tracking and documentation of employee training as per legislation.
- Support in tracking HR processes such as performance management, salary increases, time tracker, change in position, benefit entitlements etc.
- Answer and resolve employee inquiries in a responsive, professional manner consistent with excellent customer service.
- Supporting on-site operations as required.
- Assist with interviewing.
- Assist the Human Resources Manager or designate in fulfillment of different projects and assignments that may arise from time to time (ie. Investing in Neighbourhoods-IIN, Canada Summer jobs)
- Other duties more broadly related to the position summary

Qualifications, Skills, and Proficiencies:

- Bachelor's degree in Human Resources or related field
- Minimum of three years' experience in Human Resources or Administration
- Proficiency in MS office suite (MS Word, MS excel, MS PowerPoint)
- Knowledge and comfort with third party technologies such as Time Tracker, ILearn, job posting websites , government surveys, etc.
- Excellent interpersonal, oral/written communication skills
- Ability to maintain strict confidentiality of all HR information
- High level of integrity and responsibility is expected at all times
- Very high attention to detail
- Excellent organizational, coordination and multitasking skills with an ability to be flexible and respond to fluctuating workloads
- Strong analytical and problem-solving skills
- Committed to embracing diversity in our communities and promote respect, equity and a sense of belonging in our work environment and in the provision of programs and services through an Anti-Racism Anti-Oppression (ARAO) framework
- Ability to speak other languages relevant to the catchment area, preferably Farsi, Pashto, Slovak, Czech, Arabic, Mandarin, Urdu, Hindi or Tamil is considered an asset
- Ability to work flexible hours
- Vaccines (COVID-19 and others) are a requirement of the job pursuant to the Ontario Human Rights Code.

Application Deadline: September 20, 2023, by 5:00 pm Eastern time

Application Process: Qualified applicants are invited to submit their application online:

<https://www.jobillico.com/en/job-offer/flemingdon-health-centre/hr-administrator/12591196>

Please include a cover letter and resume in a single file with your name in the file name.

In our Recruitment, FHC is committed to salary range disclosure in all of our job postings. We value and consider candidates' lived experiences as well as commitment and alignment with our organizational values. We encourage applications from individuals who can identify with the diverse communities we serve.

We thank all applicants for their interest but regret that only those selected for an interview will receive an acknowledgement. Please note that a criminal background check (Vulnerable sector) will be conducted for this position.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.