



Career Opportunity

National Human Resource Generalist

Permanent, Full Time Hybrid

The Canadian Mental Health Association is seeking qualified applicants for the role of National Human Resource Generalist to join the Operations team at the CMHA's National office. This role is for you if you are excited at the prospect of working closely with the COO and be the lead on all HR functions, provide advisory on employee relations and HR matters and create a psychologically safe workplace.

About CMHA: Founded in 1918, the Canadian Mental Health Association (CMHA) is the most established, most extensive community mental health organization in Canada. Through a presence in more than 330 communities across every province and one territory, CMHA provides advocacy and resources that help to prevent mental health problems and illnesses, support recovery and resilience, and enable all Canadians to flourish and thrive. Our vision is a Canada where mental health is a human right. CMHA has been chosen as one of Canada's best places to work by Forbes magazine in 2021 and 2022.

Reporting: National Chief Operations Officer

Position Summary: This position is responsible for all HR function at CMHA including recruitment, organizational development, operations and payroll processing. Provide an effective and dedicated HR advisory service to CEO, Director, Finance & Operations and employees in relation to absence and health issues, grievance matters, accessibility requests, organizational change, and all other employee-relations matters.

Location: The role is based out of the CMHA National office in Toronto. To encourage collaboration and explore new ways of working, CMHA National supports a hybrid work model of 2 days in the office and 3 days working from home.

Key Accountabilities:

1. Manage and advise on recruitment cycle, onboarding of new hires and offboarding of existing employees.
2. Responsible for HR administrative and operational tasks for new hire orientation, benefits administration, performance review cycle.
3. Conduct audit of employee files to identify any gaps and ensure they are kept up-to-date electronic and paper form.
4. Ensure legal compliance of HR state and federal regulations and applicable employment laws, and update policies and/or procedures as required.
5. Be the primary administrator for payroll administration and processing, monthly commissions, journal entries and report insurable earnings monthly to WSIB.
6. Function as the go to person for any HR related queries, all-staff communication, upkeep of HR policies, staff directory, and organizational chart.
7. Assist in development and implementation of HR policies and procedures and identify ways of improving them for better employee experience.
8. Calculate monthly commissions for WMH staff by referencing sales and deposits information in QuickBooks and sales reports.
9. Complete journal entries on QuickBooks for bi-monthly payroll, monthly benefits and pension reconciliations.
10. Facilitate performance management process across the organization tied with key performance indicators.
11. Administer employee surveys to identify opportunities for improvement, collect feedback from staff and recommend initiatives and changes to support a psychologically safe workplace.
12. Foster relations with funding agencies and employer specialists to meet CMHA's HR objectives such as placements and development initiatives benefiting from Federal and Provincial funds and resources.

You should have:

- University Degree in business management, human resource management or related relevant education or equivalent experience.
- 7-10 years of experience as an HR generalist.
- Strong technical skills with advanced to expert proficiency in the suite of MS Office 365 products (at minimum Outlook, Word, Excel and PowerPoint) and in SharePoint; knowledge of CRMS, Salesforce expertise preferred.
- Strong understanding of HR processes and ability to align people strategies with CMHA's strategic priorities.
- Ability to manage multiple stakeholder relationships and inspire confidence in both internal and external teams, including senior leaders.
- Strong employee relations orientation and a commitment to serve staff and management.
- Federated charity/not-for-profit experience preferred.
- CHRP/CHRL designation would be an asset.
- Familiarity with QuickBooks and Payworks would be an asset.

- Strong oral and written French skills a strong asset; bilingualism preferred.

You can demonstrate and have proficiency in:

- Excellent written and oral communications, interpersonal skills with a high degree of political acuity, able to effectively interact with media, government, community leaders and internal and external stakeholders.
- Strong relationship building skills, excellent analytical, research and organizational skills.
- Resourceful, hands-on self-starter with a strong work ethic and a collaborative, team-oriented style.
- Organization and time management skills to set priorities, develop work schedules, monitor performance, and track various other forms of physical and digital information with a strong attention to detail.
- Problem solving to assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations to resolve the problem.
- Professional temperament with the ability to remain calm under difficult circumstances.
- Executive reasoning and proven ability to interpret and respond to various perspectives by demonstrating sound judgement and strategic thinking.
- Highly motivated and passionate about mental health or curiosity and a willingness to learn.

Compensation: \$70,000-\$75,000 per year commensurate with experience and qualifications; along with benefits, a flexible work environment and a workplace culture committed to personal wellbeing and psychological safety.

Benefits: Pension plan, dental care, extended health care, life insurance, vision care, employee assistance program, flexible schedule, paid time off (vacation, sick and work life balance days), wellness program, work from home, hybrid work.

Working conditions: This is a full-time position, working standard office hours (currently 35 hours/week). This position functions in a normal office environment, using typical office equipment, with extended periods of sitting, telephone interaction and/or working at a computer and no unusual physical demands. CMHA National employees are required to be fully vaccinated against COVID-19 in accordance with our Vaccination Policy as a condition of being eligible for the recruitment process.

Are you a fit?

If you are interested in applying for the role, please submit a PDF copy of your resume along with a cover letter to careers@cmha.ca by November 25, 2022. The subject line should mention "National HR Generalist". We thank you for your interest, CMHA recognizes the effort and time candidates take to apply for job postings; those selected for an interview will be contacted. We encourage you to reach out if you want to know more about our process or the role.

To learn more about CMHA, visit: www.cmha.ca

CMHA is committed to our workforce reflecting the diversity of the communities within which we work. As such, we explicitly encourage applications from people with lived experience of a mental illness, persons with disabilities, members of Black, Indigenous and racialized communities, people of all sexual orientations, gender identities and expressions, and others who may contribute to the diversity of our staff. We invite you to self-identify in your cover letter. Please let us know if you require accommodations throughout the application process.