



Position Title:	National Human Resource Coordinator <i>Coordonnatrice nationale des ressources humaines</i>	Employee's Name:	
		Status:	Full-Time, Permanent
Portfolio:	Operations	Location:	National Office
Reporting to:	National Director, Finance & Operations	Directly Supervises:	N/A
Internal Communication:	Senior leadership and front-line staff across the CMHA National	External Communication:	Benefits Coordinators, Funding Agencies, Job Applicants, Consultants, Community Members

Position Summary:

This position is responsible for supporting all HR functions at CMHA including recruitment, organizational development, operations and payroll processing. The HR Coordinator will support the HR team, Senior team and employees in relation to absence and health issues, HR administration, accessibility requests, organizational change, and all other employee-relations matters.

Responsibilities:

1. Manage and support recruitment cycle:
 - a. Draft job postings, advertise the roles by selecting the right recruitment channel/platform.
 - b. Collect applications, screen applicants and shortlist candidates for the first stage of interviews.
 - c. Conduct the first stage interview with the hiring manager and others on the interview panel.
 - d. Prepare interview questions and scoring grid as a guide for selecting the best candidate fit for the role.
2. Responsible for HR administrative and operational tasks:
 - a. Update team's workplans quarterly so all activities latest status is recorded.
 - b. Prepare contracts, schedule, and facilitate smooth new hire onboarding process, coordinating with cross-functional portfolio to deliver an exceptional first-day experience.
 - c. Handle all administrative tasks for onboarding, new hire orientation, including entering data into Payworks and maintain employee files on SharePoint.
 - d. Assist in administering benefits, compensation, and employee performance programs.
 - e. Conduct audit of employee files to identify any gaps and ensure they are kept up-to-date electronic and paper form.
 - f. Ensure legal compliance of HR state and federal regulations and applicable employment laws, and update policies and/or procedures as required.
3. Support for payroll processing:
 - a. Responsible for payroll administration including semi-monthly updates to employee files, bonus/incentive pay, tracking vacation/sick pay, importing expense reimbursements, inputting exceptions, hourly and benefit changes.
 - b. Calculate monthly commissions for WMH staff by referencing sales and deposits information in QuickBooks and sales reports.
 - c. Complete journal entries on QuickBooks for bi-monthly payroll, monthly benefits and pension reconciliations.
 - d. Record monthly pension payments uploaded to Sun Life's portal and report insurable earnings monthly to WSIB.
4. Function as the go to person for any HR related queries and updates:
 - a. Responsible for all-staff communication, interpretation, and upkeep of HR policies, staff directory, and organizational chart.
 - b. Assist in development and implementation of HR policies and procedures and identify ways of improving them for better employee experience.
 - c. Identify opportunities for improved operational efficiency, recommend and implement changes accordingly.

5. Facilitate performance management process across the organization:
 - a. Administer employee surveys to identify opportunities for improvement, collect feedback from staff and recommend initiatives and changes to support a psychologically safe workplace.
6. Maintain relationships and engage stakeholders:
 - a. Maintain ongoing relationships with funding agencies to support wage subsidy program enabling candidates' placement opportunities and financial relief for CMHA.
 - b. 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.
 - c. Respond to queries received through phone, mail or email and facilitate an efficient response from internal CMHA team members or external vendors as appropriate.

Education & Qualification:

- University degree in Business Administration/Management/Human Resource, or an equivalent combination of education, training and experience.

Experience:

- 2 years experience in Human Resources as a generalist/Coordinator working in the not-for-profit or charitable sector or a comparable combination of experience and skills.
- Health care/not-for-profit experience preferred.

Knowledge:

- Expert working knowledge using Microsoft Office product suite required.
- Familiarity with QuickBooks/Oracle and Payworks would be an asset.

Skills:

- Strong understanding of HR processes and ability to align people strategies with CMHA's strategic priorities.
- Exceptional organizational and time management skills with a strong attention to detail.
- Exceptional verbal and written communication, relationship management, and presentation skills.
- Effectively able to work under pressure and manage change in a fast-paced environment.
- Strong employee relations orientation and a commitment to serve staff and management.
- Self-starter able to work with limited supervision in a remote work setting.
- Capability to work independently or within group dynamics as required.
- Innovative thinker with strong organizational, interpersonal, and leadership skills.
- Proficient critical and analytical thinking, problem solving and judgment abilities.
- Highly motivated and passionate about mental health.
- Bilingual (French & English) would be an asset.

Compensation: \$50,000 - \$63,000 with benefits and a flexible work environment.

Are you a fit?

If you are interested in applying for the role, please submit one pdf document of your cover letter and resume to hr@cmha.ca by **March 20, 2023**. We thank you for your interest and please note that only those identified for an interview will be contacted.

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 encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Métis people, people of all sexual orientations and genders, and others who may contribute to the diversity of our staff.