



*Every child and youth living at their full potential.*

## **About Grandview Kids**

Grandview Kids provides an array of specialized programs, rehabilitation services, and outpatient clinical treatments to children and youth with physical, communication, and developmental needs. Programs and services – which are delivered at the Centre, in the community, at schools, and in-home – include: medical consultation, assessment, and diagnosis; audiology, autism support; complex care program; occupational therapy; physiotherapy; respite services; social work; speech-language pathology; therapeutic recreation; and family engagement. Grandview Kids actively participates in research to support innovation in rehabilitation science, to advance organizational capabilities, and to better serve caregivers and the developmental needs of their children and adolescents. As an organization, we are dedicated to inspiring possibilities, fostering development, and supporting growth and personal achievement with our clients, caregivers, and team members. Through a collaborative, multi-disciplinary approach, members of Team Grandview strive to provide culturally safer, inclusive, and innovative evidence-informed care that meets the unique needs of each client.

We are excited to be accepting applications for the following position:

## **HR Generalist (Contract Full-Time) 1 Position**

- 37.5 hours per week (1FTE)
- May 2024 – March 2025
- Salary: \$70,492 - \$82,465 per year, depending upon experience
- Onsite / In-Person

Under the general direction of the Director, Human Resources, People and Culture, and in conjunction the Human Resources (HR) team, the Human Resources Generalist will use their knowledge and experience with human resources processes to, assist with developing and implementing policies and procedures; participate in refining Human Resources best practices; assist in the interpretation of legislation, policies, procedures and collective agreements; work with all areas in the organization to ensure information is communicated, easily available and understood; maintain communication with all other staff members; participate in Grandview Kids' QIP activities; participate in education, orientation and public relations as required; maintain a safe work environment and perform other related duties as required.

### **Responsibilities:**

- Interpretation of existing policies and procedure, legislation and collective agreements with respect to Human Resources, providing advice and direction as required;

- Development or enhancement of policies, leading to increased understanding, support and compliance;
- Participation in working groups and meetings to gather and disseminate information as required;
- Reporting and metrics for Human Resources functions and deliverables
- Job description review and updating as required
- Contribute to health and safety, training and development, and other human resources activities as required.

## Qualifications

- CHRP designation or equivalent
- University degree or equivalent, with a focus on human resources, payroll, or a related field.
- Extensive knowledge of the principles and practices of human resources, payroll, labour relations and relevant legislation.
- 3-5 years related experience, with focus on policy creation and dissemination, benefits administration, administration of collective agreements and compliance with legislation.
- Strong MS Office skills, and organizational abilities
- Effective communication and relationship-building skills

You can work flexible hours, and possess a valid Ontario driver's license, insurance and access to a vehicle, or have efficient and reliable transportation to support our various sites as required. You have a minimum of 3-5 years relevant experience in a Windows environment, in particular Word, Excel and PowerPoint, with superior written, editorial and verbal communication skills, and demonstrated interpersonal and relationship-building skills.

## How to apply

Please forward your resume clearly stating **Job 24.39** outlining your interests to [careers@grandviewkids.ca](mailto:careers@grandviewkids.ca) by May 1<sup>st</sup>, 2024 at 5 p.m. EST. Please address your correspondence to:

Human Resources

Grandview Kids

600 Townline Road South

Oshawa, ON L1H 0C8

## Our commitment to belonging

Grandview Kids aims to be deliberate in our consideration of diversity, defined as differences in

race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, sex, sexual orientation, gender identity, gender expression, and age. Recognizing and valuing diversity and equity must be accompanied by concerted efforts to ensure the inclusion of diverse and underrepresented populations, meaning that individuals must be and feel valued, respected, and equally supported. We invite applicants in the above defined areas to apply.

Grandview Kids is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). If you have accessibility needs and require alternate formats or other accommodations throughout this process, please contact Human Resources.

## **Land acknowledgement**

The lands, waters, nature and sky that Grandview Kids is privileged to exist within have long been home to the Michi Saagiig Anishinaabeg. We acknowledge the lands of the traditional and treaty territories covered under the Williams Treaties, including the Mississaugas of Scugog Island First Nation, Alderville First Nation, Hiawatha First Nation, Curve Lake First Nation and the Chippewa Nation of Georgina Island, Beausoleil and Rama. We are responsible for building stronger relationships with clients, caregivers, partners and colleagues from First Nations, Métis and Inuit communities. Through our shared values of belonging, excellence, connection discovery and celebration, Grandview Kids commits to seeking truth and upholding reconciliation.

We thank all applicants. Only those selected for an interview will be contacted.