



FORM: Human Resources Director Job Descriptions		SECTION: Human Resources
		CHAPTER: Recruitment & Selection
Corresponding Policy: Job Descriptions	Policy #: 3.375	Approval Date: Sep/06

Human Resources Director

Job Title: Human Resources Director
Reports to: Executive Director

Job Summary

Plan, direct and co-ordinate human resource management activities of the organization to maximize the strategic use of human resources and maintain functions such as benefits, employee compensation, recruitment, personnel policies, health and safety and regulatory compliance.

Job Duties

1. Corporate
 - Follow all organizational policies of Kawartha Child Care Services.
 - Be aware of the strategic plan, mission statement and guiding principles of Kawartha Child Care Services.
 - Act as a resource for the organization on human resource issues.

2. Operational
 - Develop policies and procedures for recruitment, orientation, benefits, health and safety, worker's safety insurance board and employer/employee relations in conjunction with the management team.
 - Develop methods to improve policies, process and practices and recommend changes to the management team.
 - Perform day to day administrative tasks such as maintaining information files and processing paperwork.
 - Observe, receive and otherwise obtain information from all relevant sources.
 - Use relevant information and individual judgement to determine whether events or processes comply with laws, regulations or standards.
 - Prepare and distribute written and verbal information to inform employees of benefits.
 - Respond to employee queries with regard to benefits plan, organizational benefits, etc.
 - Review and analyses all incident reports and make recommendations to the management team.
 - Assist in the completion of WSIB forms.
 - Follow up with WSIB claims with both the employee and WSIB.
 - Participate in the safe communities initiative program.
 - Ensure that all organizational policies are being met at all times.
 - Review salary grid along with the annual budgets with the Executive Director.
 - Develop materials that meet legislated requirements including recruitment selection and orientation of employees.
 - Participate in the selection process with Site Supervisor/Supervisor/Program Director.

3. Human Resources
 - Be familiar with all Human Resource policies.
 - Ensure consistent advertisements, interview questions, job descriptions, reference checks, performance appraisals are in place.
 - Assist with orientations.



FORM: Human Resources Director Job Descriptions		SECTION: Human Resources
		CHAPTER: Recruitment & Selection
Corresponding Policy: Job Descriptions	Policy #: 3.375	Approval Date: Sep/06

- Maintain regular attendance and punctuality.

4. Communications

- Report to the Executive Director monthly.
- Complete background research for policy development.
- Attend regular staff meetings.
- Ensure all correspondence is prepared and distributed professionally on approved letterhead or memo form and has been proof read by a staff person at the administration office.
- Use only forms approved by the organization.
- Ensure reports include all activities/participation in the community.
- Use positive communication.
- Read the communication book.

5. Financial

- Ensure familiarity of the financial terms as defined by the organization.
- Ensure that financial policies of the organization are followed at all times.
- Ensure that cash funds are kept in a secure location.
- Submit requests for purchase approval.

6. Health and Safety

- Ensure that all Health and Safety policies are being met at all times.
- Comply with WHMIS legislation at all times.
- Maintain current first aid and CPR.
- Chair Health & Safety Committee

Qualifications

Education

- Certificate in Human Resources Management.
- CHRP Designation (or working towards designation)

Experience

- Experience in non-profit organization human resources.

Competencies

- The ability to read and understand information and ideas presented in writing.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to communicate information and ideas in writing so others will understand.
- The ability to speak clearly so others can understand you.
- The ability to apply general rules to specific problems to produce answers that make sense.
- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- The ability to combine pieces of information to form general rules or conclusions (including finding a relationship among seemingly unrelated events).
- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch or other sources).
- The ability to concentrate on a task over a period of time without being distracted.

Job Classification



FORM: Human Resources Director Job Descriptions		SECTION: Human Resources
		CHAPTER: Recruitment & Selection
Corresponding Policy: Job Descriptions	Policy #: 3.375	Approval Date: Sep/06

Director

Performance Expectations Form

Position: HR Director

Reports to: Executive Director

Duties

1. Coordinate posting, advertising and interviewing, for all staff at the request of the appropriate director within the timeline requested.
2. Review and make recommendations for change to the following legislation twice yearly. ESA, WSIB, OHS/A or whenever there is a change in the legislation.
3. Update benefits information monthly.
4. Complete all WSIB Form 7 within 3 business days.
5. Prepare agendas and chair the quarterly health and safety meetings and the personnel committee meetings.
6. Respond to voice box feedback weekly. Take comments to Strategic Directions each meeting. Ensure response is sent out to all programs within one week after the meeting.
7. Send a detailed report to the Executive Director monthly reporting on HR items.
8. Prepare contracts and letters of employment to be signed at initial orientation consistent with staff plan agreed to by Program Director.
9. Follow procedure for HR support in conflict resolution. All requests for initial response will take place within 2 business days of request.