



# JOB POSTING

**Date Posted:** March 19, 2025

**Application Deadline:** March 25, 2025 at 4pm

**Submit:** Resume and Cover Letter to [jobs@denovo.ca](mailto:jobs@denovo.ca)

## POSITION: HUMAN RESOURCE GENERALIST

### JOB SUMMARY

The Human Resource Generalist is responsible for recruitment, onboarding and supporting the development of employees, compensation and benefits, training, and all aspects of employee-employer relations. The Human Resources Generalist also develops, implements, and evaluates human resource and labor relations policies, programs and procedures and advises the employer and employees on human resource matters.

### RESPONSIBILITIES

- Develop and implement human resource strategies and initiatives aligned with De Novo's strategic plan.
- Support the development of policies and procedures and maintaining compliance with applicable employment laws and regulations and recommended best practices.
- Advise on the interpretation and implementation of the collective agreement.
- Manage and resolve complex employee relations issues, conducting effective, thorough and objective investigations.
- Support mediation of labour disputes and grievances and provide advice on employee and labour relations.
- Manage the recruitment, interviewing, selection, hiring, onboarding process.
- Prepare and maintain employee handbook and policies and procedures manual.
- Manage employee benefit programs.
- Support the completion of employee performance reviews and performance management, in conjunction with supervisors.
- Organize and maintain digital and paper employment records including but not limited to hiring, training, performance, benefits, transferring, promoting, terminating, or changes in employment status.
- Participate in designing and implementing effective training and professional development plans, in conjunction with supervisors.
- Nurture a positive working environment.
- Conduct exit interviews.
- Report to management and provide decision support through HR metrics.
- Prepare payroll submissions.
- Explain human resources policies, procedures, laws, and standards to employees.
- Respond to employees' queries and resolving issues in a timely and professional manner.
- Participate in the Joint Health and Safety Committee.
- Support Psychological Health and Safety in the Workplace standards.
- Support Diversity, Equity and Inclusion standards.
- Participate in training and professional development through reading, research, networking, courses, workshops and seminars as required by De Novo Treatment Centre to enhance skills and knowledge of nursing, substance abuse and related issues.
- Participate in and contribute to continuous quality improvement activities.
- Participate in and attend staff meetings. Engage and contribute to agency committees as needed/directed.
- Build, value and uphold a therapeutic/ team atmosphere for colleagues and clients alike and work in conjunction with the De Novo Treatment Centre Mission, Vision and Values.

### REQUIREMENTS

- Bachelor's degree in business administration, human resources, or a relevant field.
- A minimum of 3 years of proven experience in a similar role, or equivalent experience.
- Certified Human Resources Professional designation, or currently pursuing designation, or equivalent.
- Strong knowledge of labor legislation and payroll processes.
- Strong knowledge of applicable employment laws, regulations, and recommended best practices
- Good understanding of the full recruitment process.
- Outstanding verbal and written communication skills.
- Solid problem-solving and team management abilities.
- Strong interpersonal, observation, critical thinking, problem solving, compassion, documentation, presentation, organization and time management skills.
- Proficient in computer and keyboard applications.
- Excellent verbal and written communication skills required.
- Cultural awareness and sensitivity.
- A valid Ontario G driver's license in good standing, and a reliable means of transportation.
- A clean CPIC and ability to obtain a clean Vulnerability Sector Check.

"De Novo Treatment Centre is an equal opportunity employer and we value the importance of diversity, dignity and worth of every individual in the workplace. De Novo offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by De Novo regarding a job opportunity, please advise prior to the interview if you require accommodation."