



APPENDIX A

Job Description

Classification Title:	Human Resources Coordinator
Department:	Human Resources
Hours of work:	Mon-Fri, 40 hours per week
Employment Type:	Full-Time, Permanent
Reports to:	Executive Director

Company Overview:

Street Haven is a dynamic women's multi-service agency that provides shelter, supportive housing, training supports, and addictions therapy to vulnerable women in Toronto. We were established in 1965 and serve over 1500 individuals annually. We have seen an increasing complexity of mental health and addiction needs among our clients. We are seeking a qualified and passionate candidate to take on this temporary role who can be part of our high performing team and provide comprehensive support to improve the lives of our clients.

Position Overview:

Reporting to the Executive Director, the Human Resources Coordinator provides administrative and coordination support for the day-to-day human resources functions at Street Haven. This position supports recruitment, onboarding and offboarding, collective bargaining, performance management, policy development, training coordination, employee engagement activities, and other administrative HR processes, in alignment with applicable employment legislation, and the Collective Agreement.

Key Duties & Responsibilities

- Respond to routine internal and external HR-related inquiries and requests and direct matters to the appropriate person when required.
- Provide administrative support throughout the full recruitment cycle, including preparing and posting job advertisements, coordinating candidate interviews, preparing interview materials, conducting reference, and vulnerable sector checks, preparing employment offer letters, and maintaining recruitment records.
- Coordinate onboarding and offboarding activities, including preparing required documentation, coordinating orientation, collecting employee information, and ensuring HR records are updated.
- Support management with performance concerns, wellness initiatives, staff events and employee engagement
- Maintain accurate, confidential, and up-to-date employee personnel files, and HR records in accordance with organizational policies, and applicable legislation.
- Prepare and organize HR-related correspondence, forms, reports, spreadsheets, and other documentation.
- Assist with researching, and updating HR Policies, and procedures to reflect organizational requirements, best practices, and applicable legislation.



- Assist with performance management, and employee relations documentation as directed by the Executive Director.
- Provide administrative support related to the Collective Agreement, including maintaining documentation, and assisting with the coordination of required processes.
- Support employee engagement activities, and events, including town halls, staff recognition activities, and appreciation events.
- Assist with HR Audits, compliance documentation, and other administrative requirements.
- Provide administrative support for HR projects, and initiatives as assigned by the Executive Director,
- Assist with implementation and administration of Equity, Diversity, and Inclusion initiatives, and related HR activities.
- Perform other related administrative duties as required.

Qualifications & Strengths

- Post-Graduate Certificate or Diploma in Human Resources or an equivalent combination of education, and experience required.
- 3+ years of experience working in Human Resources.
- Knowledge, and experience using HRIS systems such as ADP Workforce Now.
- Strong administrative, organizational, communication, and attention to detail skills.
- Strong ability to manage calendars, emails, documents, records, and competing priorities.
- Ability to handle confidential, and sensitive employee information with professionalism.
- Warm, professional, and respectful approach.
- CHRP or other relevant designation

Accommodation and Accessibility

Street Haven at the Crossroads is committed to providing an accessible, and inclusive recruitment process. Accommodations are available throughout the recruitment and selection process for applicants who require them due to disability or other protected grounds under applicable human rights legislation.

Commitment to Equity, Diversity, and Inclusion

Street Haven at the Crossroads is committed to fostering a diverse, equitable, inclusive, accessible, and respectful work environment. We value the experiences, perspectives, and contributions of our employees, and applicants, and are committed to creating an environment where everyone is treated with dignity, and respect. We strongly encourage applications from all qualified individuals, particularly those from equity-deserving groups, including racialized person/persons of colour, Indigenous peoples, women, persons with disabilities, and members of the 2SLGBTQIA+ community.

Application

Please submit your application by sending to resume and cover letter to info@streethaven.com.