



HUMAN RESOURCES DIRECTOR

JOB POSTING

Position Title:	Human Resources Director	Employee Group:	Permanent Full-Time
		Classification:	Non-Union Management
Department:	Administration		
		Salary Range:	\$90,000- \$140,000 per annum
Posting #:	ADM HRD PERM FT 2026-05		
		Hours:	75 hours per pay;
Application Details:	Submit Resume and Cover Letter		
Start Date:	ASAP		

ORGANIZATION BACKGROUND:

Holland Christian Homes (HCH) is a not-for-profit, faith-based seniors organization providing an integrated continuum of housing and care on a single campus in Ontario. Guided by Christian principles, HCH is committed to providing a professional, supportive, and safe environment where fully qualified staff deliver person-centred care that upholds each individual's rights, dignity, identity, privacy, choice, independence, and overall quality of life. We believe that individuals requiring our services have the right to a lifestyle that adequately meets their physical psychological, emotional, social, cultural and spiritual needs.

Holland Christian Homes consists of 6 independent/Assisted Living apartment towers, as well as Faith Manor and Grace Manor which are private, non-profit Christian Long-Term Care facilities situated in the City of Brampton. Holland Christian Homes is a growing, dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere.

REPORTS TO:

This role reports to the CEO and is a member of the Senior Leadership Team.

- *This is a replacement position.*

PURPOSE OF THE POSITION:

The Director of HR guides and manages the overall provision of labour relations at HCH, development of policies and procedures, and HR programs for the entire organization. The primary purpose of this role is to develop an organizational culture that emphasizes quality, continuous improvement and high performance. The Director of HR promotes and implements human resources values in alignment with HCH's mission, vision and values by planning and managing labour relation programs. The major areas of HR functions are:

- Recruitment and Staffing
- Training, Professional development, Orientation and Onboarding
- Performance Management / Employee Code of Conduct
- Organization Development
- Policy and Protocol development
- Employee and Labour Relations (Collective Bargaining)
- Group benefits and compensation
- Employee Health, Wellness and Safety Programs
- AODA

Major duties and responsibilities include:

Development of the HR Department

- Oversees the implementation of HR programs and supervises HR staff to improve the quality of the HR department.
- Ensures all processes comply with relevant legislation, standards and regulations. Ensures Education, Training and Development programs align with legislative requirements.
- Reviews, revises and develops employee handbook and Employee Code of Conduct for Union and non-Union staff
- Identifies opportunities for improvement and resolves any discrepancies.
- Develops, implements, communicates and enforces all labour relation policies and procedures. Updates policies as required while keeping management informed of any changes or new developments.
- Establishes departmental measurements that support the accomplishment of the organization's strategic goals.
- Directs the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares periodic reports (for example: CQI) or tracking absenteeism, WSIB, Health and Safety, etc.
- Participates in various meetings such as senior leadership, department heads, social and wellness, health and safety, infection control etc. Leads HR meetings such as grievance meetings, employee's relations meeting, investigations, disciplinary meeting, etc.
- Supports staff for any concerns, etc.
- Supports effective resolution with all stakeholders for any HR and Labour issues.
- Deals with Union matters, HR investigations, WSIB and Attendance Management.
- Updates and reviews Annual Staffing plan and recruitment with appropriate parties as requires by legislation.
- Works closely with the Union for resolving issues.
- Ensures that all Health and Safety Programs are in compliance with the OH&S Act.
- Leads HR CARF activities.
- Implements HR strategies by establishing department accountabilities, including staffing, employment processing, health and safety, training and development, performance management, succession planning, retention strategies, Labour and employee relations, etc.
- Makes decisions and problem solves every day to tackle any issues occurred.
- Supports department heads by providing HR advice, counsel and decisions, analysing information and applications.

Training, Development, Orientation and Onboarding

- Defines and reviews HR training programs, develops core competencies training, organizes relevant training according to legislation requirement.
- Develops the onboarding process, new employee orientation or onboarding, management development, professional development alignment with the performance management tool, the measurement of training impact and knowledge transfer, etc.
- Leads the implementation of the performance management system that includes performance development plans and employee professional development plans when required.
- Works closely with Union to use the training fund in an effective way.
- Partner with external experts for staff development

Recruitment and Staffing

- Establishes and develops standard recruitment (Bias Free Policy) and hiring practices as well as assessment tools.
- Develops recruitment strategies and policies that comply with applicable legislation such as ESA and Human Rights Code etc.
- Ensures integrity and quality of the hiring process when hiring external candidates.
- Works with Nursing department to review use of agency staff in order to reduce where possible.
- Partners with external stakeholders for recruitment strategies when required.

Employee/Labour Relations

- Develops strategies for enhancing and promoting positive employee relations in order to create a safe and positive workplace culture.
- Establishes a positive employer-employee relation practices and promotes a high level of employee morale and motivation.
- Reviews all employee complaints or concerns to ensure the appropriateness and fairness of the investigation.
- Monitors and advises direct supervisors on the progressive discipline processes of the organization.
- Monitors the implementation of performance improvement plans with non-performing employees.
- Develops prevention strategies for improving the grievance process.
- Reviews, guides and approves department heads recommendations for terminations.
- Works positively with Union with respect to grievances and settlements.
- Actively leads and participates in collective bargaining.

Health and Safety, workplace accommodation and attendance management

- Leads the implementation of health and safety programs, monitors the tracking of OH&S required data.
- Be aware of each incident in the workplace and take necessary action of workplace injury immediately.
- Trains managers, HR staff and supervisors in RTW policies & procedures.
- Develops and manages the effectiveness of the attendance management program.
- Tracks all workplace injuries and non-work-related injuries / absences.
- Develops strategies for all absenteeism in various methodologies.
- Enhances communication between direct supervisor and staff in relation to attendance.
- Monitors WSIB claims and develops the RTW/modified duties plan as required.
- Monitors employees on non-work-related injuries/leaves such as sick leave and short-term/long-term disabilities
- Works closely with the group benefits Disability management specialist.
- Works closely with WSIB Return to Work specialist about the staff progress of improvement, if required.
- Responsible for all required Health and Safety Programs, and leads the JOHSC Meeting. Ensures all programs meet the legislative requirements and provide appropriate training to staff.



Organizational Development

- Designs a succession plan, key employee retention strategies and change management policies.
- Directs a process of organizational planning that evaluates HCH's organizational structure, job evaluation, etc. Makes recommendations to CEO or senior leadership team.
- Identifies, develops and monitors organizational culture so that it supports the attainment of the organization's mission and vision and promotes employee satisfaction.
- Ensures the Employee Code of Conduct is signed off annually by all employees and updated as required.
- Keeps the CEO and senior leadership team informed of any significant HR issues. Completes annual goals and maintains quarterly ERM stats to track and monitor HR risks.

Legislation, Regulations and Standards

- Leads organization compliance with all existing legislation such as OH&S Act, Fixing Long Term Care Act, Employment Standards, CARF, Human Rights Code, Psychological Health and Safety Act, AODA, etc.
- Directs and prepares information requested or required for compliance with laws. Prepares documents for arbitration, grievance or termination for consultation with the legal team.
- Protects the interests of employees and the organization in accordance with established Human Resources Policies.
- Reviews and develops AODA plan in collaboration with other senior leaders for HCH.

Qualifications:

- Master degree or minimum of a Bachelor's degree or equivalent in Human Resources, Business Administration
- Human Resources Professional Association Member (Designation: Certified HR Leader)
- Min. 10 years of progressive leadership experience in Human Resources positions.
- Familiar with legislation, organizational planning, health and safety, training and development, program development and labour relations.
- Familiar with Collective Agreement, experience in bargaining and handle all significant labour issues.
- Competent to use office technology, software and applications.
- Exceptional customer service skills with commitment to providing care and work with a person-centered approach
- Great interpersonal skills to network with other professionals to promote the organization when required.
- Proven ability to gain the confidence and trust of others through honesty, integrity, and authenticity.
- Proven ability to build partnerships and works collaboratively with others to meet shared objectives.
- A satisfactory and current Vulnerable Sector Screening
- Demonstrated experience leading large, multidisciplinary, multi-service operations, preferably within unionized environments.
- Exceptional communication, collaboration, and people leadership skills.
- Demonstrated ability to lead effectively within a values-based, faith-informed organization, with alignment and respect for the organization's Christian mission and person-centered philosophy of care.

Interested and qualified applicants should forward a resume and cover letter in Word or PDF format (as ONE document), indicating the Posting Number to Tracy Kamino, CEO at Tracy.Kamino@hch.ca

Holland Christian Homes welcomes diversity in the workplace and encourages applications from all qualified individuals. Holland Christian Homes is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please inform Human Resources.

Disclaimer: In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here.