



OUR VISION: COMMUNITIES WHERE ALL CHILDREN, YOUTH, ADULTS AND FAMILIES EXPERIENCE MENTAL WELLNESS, FINANCIAL STABILITY, AND A SAFE PLACE TO LIVE.

To better serve the diverse needs of our community, Lutherwood is committed to creating an anti-racist, anti-oppressive environment where leaders, staff, clients, residents, and community members are represented across the agency. Representation, celebration and allyship for all ethnicities, races, sexual/gender identities, cultural backgrounds, abilities, and beliefs, are valued at Lutherwood.

There is one full time contract Human Resources Generalist position available starting September 12, 2022 -December 1, 2023, working 37.5 hours per week

YOUR ROLE:

- Provides Human Resources services to leaders and employees of Lutherwood.
- Provides support and guidance to leaders and employees in relation to recruitment, employee engagement, policy and procedure interpretation and compliance.
- Advises and supports leaders and employees using a strength based and solution focused approach in problem solving.
- Supports leaders and employees to role-model and implement anti-racist and anti-oppressive practices.
- Manages employee health-related claims such as WSIB, STD, LTD, Pregnancy and Parental leaves.
- Assists the Manager in assessment, co-ordination, preparation, and presentation of training activities.
- Prepares, writes and preliminary scores job descriptions and maintains the job evaluation system.

YOUR VALUES AND BELIEFS:

Lead with Integrity: Provides support to leaders, staff members, and co-workers under varying circumstances. Acts as a guide who positively influences others.

Knowledge: Possesses knowledge of legislation in relation to human resources issues. Ability to apply this knowledge and its relevance to Lutherwood leaders and staff.

Creativity and Innovation: Seeks new and better ways of doing things, generates original and imaginative ideas and solutions.

Non-Judgemental: Approaches staff concerns from a place of understanding and non-judgement. Shows empathy when dealing with sensitive HR related matters.

Commitment to Antiracism and Anti-oppression: Aligns with agency's commitment to antiracism and anti-oppression and able to build authentic relationships with front-line staff, leaders, team members and community partners.

Continuous Learning: Commitment to adaptability as processes and procedures evolve over time. Embracing technology and the transition to offering more virtual services.

Resilience, Tolerance for Change/Ambiguity: Can effectively cope with change, finding ways to advance work and projects.



YOUR TALENTS AND EXPERIENCE:

- Four years of experience in a Human Resources environment.
- Previous experience in the delivery of employee training and development initiatives an advantage.
- Knowledge of human resources practices, labour law, Health and Safety/WHMIS legislation and Employment Standards Act.
- Highly developed verbal and written skills; works collaboratively with cross-functional teams.
- Proven ability to achieve high levels of customer service, with adaptability, flexibility and resiliency to manage quickly evolving needs of leaders and staff.
- Proficiency in Microsoft Word, Excel, PowerPoint, and intimate working knowledge of the Internet.
- Experience working with Human Resource Information Systems an asset.
- A certified human resources designation is an asset.

WHAT'S IN IT FOR YOU?

- Rate of Pay:
 - At Lutherwood all salaries are categorized under a series of “bands” determined during our job evaluation process. When determining rate of pay for external hires, a candidates past related experience will be taken into consideration along with where others with similar experience currently fall within the band. Note: most new team members will start at the starting salary.
 - **Job Band H (Hourly wages): Min- \$27.54, Mid-\$29.90, Max-\$33.90**
- Eligible for Lutherwood’s Benefits plan after 3 months of employment (for permanent position)
- Eligible for Lutherwood’s pension plan after 6 months of employment (for permanent position)
- Voluntary Group RRSP and TFSA options available
- 3 Weeks of paid vacation (accumulated bi-weekly) + 15 hours of personal time per year
- Paid sick time (accumulated monthly) to a maximum of 300 hours
- Access to our Employee and Family Assistant Program (no cost)
- Discounted GRT passes through membership with TravelWise

If you are customer-focused, results-driven and share our values and antiracism commitment, we want you to grow with us. **Please submit resume, in confidence, no later than 4 pm on August 15, 2022 to:**

Human Resources
141 Father David Bauer Drive
Waterloo, ON N2L 6N9

Email: hr@lutherwood.ca
(Include job title in subject line)

This is an Internal and External posting.

Lutherwood requires all employees to obtain a Police Vulnerable Sector Check prior to commencing employment. We require certain positions to obtain a Medical Certification.

As part of our commitment to the health and safety of our clients, staff and community from COVID-19, subject to any accommodation required by applicable human rights legislation, Lutherwood requires new employees to provide proof of full COVID-19 Vaccination approved by Health Canada.

If you require accommodation for submitting your application, please contact the Human Resources department at hr@lutherwood.ca or by calling **519-707-1958 ext. 1190**.