

## Children's Aid Foundation of Canada Position Description

<b>Position Title</b>	Senior Manager, Human Resources and Administration	<b>Type</b>	Permanent, Full Time
<b>Department</b>	Human Resources/Administration	<b>Salary</b>	\$75,000-\$95,000
<b>Reports to</b>	Vice President, HR & Administration	<b>Updated</b>	June 2024

### About Children's Aid Foundation of Canada

Children's Aid Foundation of Canada is our country's leading charity dedicated to improving the lives of children and youth growing up in the child welfare system. We raise and grant funds and deliver a wide range of high-impact programs and services in partnership with child- and youth-serving agencies across the country.

Our vision is to create a world where the children and youth we serve have the strength and resilience to forge a bright and positive future. Join us and together we will help empower children, youth and families involved with the child welfare system to go from surviving to thriving.

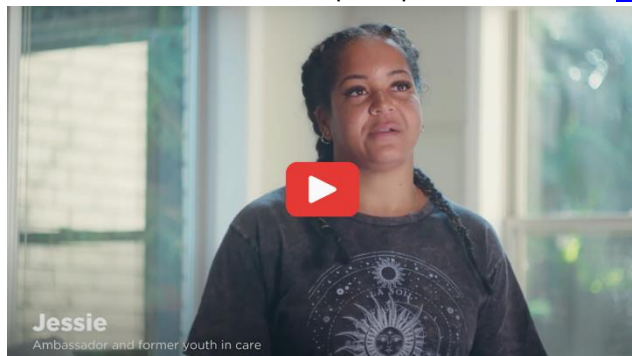
The Foundation is a dynamic and growing organization committed to delivering excellence and maximizing the social value of donations and volunteer contributions to child welfare in Canada. Last year we raised over \$17.5M supporting 19,568 children, youth and families across Canada.

You picked an incredible moment to join the Children's Aid Foundation of Canada! We are leading a bold and ambitious transformational strategy that will drive growth and awareness and ultimately lead to increased funds to better serve our three priority areas:

- 1) children and families at risk,
- 2) children and youth living in government care, and
- 3) youth transitioning out of care.

To learn more about us, [please visit our website](#).

To better understand our impact, please watch our '[Investing in the Future, Today](#)' video.



## Purpose of the Position

Reporting to the Vice President, HR and Administration plays a key role in providing in supporting the daily HR and operational activities of the Foundation. This position requires engagement with various stakeholders, including staff, contractors, and community members, to ensure the efficient administration of HR, and operational functions of the organization.

To be successful in this position, the candidate must take initiative, be results oriented, highly organized, and passionate about improving the lives of children and youth involved in the child welfare system. The Senior Manager, HR and Administration is responsible for supporting talent acquisition, diversity initiatives, internal staffing, on-boarding, conditions of employment, retention of staff, benefits, performance appraisals, and setting, enforcing, and evaluating legally compliant human resources policies, procedures, and best practices. They are also responsible for ensuring the functionality, safety and comfort of our work environment.

## Key Responsibilities

### Human Resources Support

- Manage the recruitment and onboarding process including but not limited to: development of preliminary job descriptions, managing job postings, conducting reference checks and behavioural assessments, interviewing candidates and onboarding new staff.
- Manage Human Resources Information System (HRIS), and update system as needed.
- Manage human resources initiatives related to equity, diversity and inclusion and ensure that our values, strategy and policies are applied across all staff and teams.
- Maintain, review, and propose updates to existing HR policies and practices aligned with the overall organizational strategy and ensure staff are aware of policies.
- Working with the Vice President, HR & Administration develop a strategy to set up the Foundation for success in hiring staff across Canada
- Cultivate a values-based work environment (VOICE) that emphasizes: Vital Learning, Open Communication, Inclusion & Diversity, Care and Compassion and Empowering Accountability
- Develop and steward a comprehensive human resources strategy aligned to our values that creates purpose, recognition and a sense of belonging
- Provide ongoing administrative and general coordination support to the Vice President, HR & Administration
- Facilitate Performance Management and Year-end Reviews processes, functioning as point-of-contact/ subject matter expert for all FTEs with direct reports
- Ensures all employee-related documentation, files and systems of record are maintained and accurate, including but not limited to, ensuring all job descriptions are up to date.
- Manage the day-to-day HR administration such as payroll, leave and related administration
- Manage recruitment initiatives and job postings to attract talent, onboarding and orientation, coordinate training for front line employees.
- Proactively support managers with the interpretation and application of HR policies and programs, including performance management, career development, workforce planning, and compensation.
- Ensure that systems are in place to support the effective onboarding and offboarding of employees including maintaining orientation manuals, procuring technology, supplies, and access for new employees, maintaining repositories of employee information, removal of employees from organizational platforms after termination, etc.

### **Administrative Support**

- Identify and recommend to senior leadership improvements to business or team processes.
- Manage all facility-related issues including office relocations and lease agreements, acting as liaison with building management and contractors, and office services.
- Provide oversight to and manage the contracts and/or staffing for day-to-day operations of facility and equipment maintenance, ensuring a safe and continuously functional environment
- Support the Vice President, HR and Administration to manage and ensure the timely renewal of the organization's General Liability, D&O, and event insurance policies, as well as the organization's Business License.
- Maintain office furniture and equipment inventory; monitor inventory control; purchase office supplies
- Provide primary basic troubleshooting for photocopiers, internet, computers, printers and telephone/voicemail system issues, act as the primary liaison to the service contractor

### **Qualifications**

- University degree or its equivalent in Human Resources Management, Organizational Development, Social Sciences, Business Administration, Public Sector Management or related discipline and/or appropriate combination of education and experience to ensure on-the-job success.
- High level of discretion and personal judgement in maintaining confidentiality of sensitive materials and issues.
- 3-5 years in an HR role at a similar level, with up-to-date knowledge of principles and practices of human resources administration.
- Experience in the not-for-profit sector would be considered an asset
- Professional and confident communicating with all levels of an organization.
- Ability to multi-task and prioritize and work successfully both independently and as part of a team
- Excellent customer service skills, setting the example to all team members.
- Exceptional ability to communicate effectively both in verbal and written formats.
- Keen ability to connect easily with others and create positive positioning within a particular context or subject matter.
- Solution-focused
- Solid planning and organizational skills with high attention to detail, accuracy, protocol  
And ability to meet deadlines.
- Technologically savvy, with high proficiency in all Microsoft Office programs.

### **CAFC as an Employer**

CAFC provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We welcome and strongly encourage applications from equity seeking groups, including members of communities that are overrepresented in the child welfare system. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

### **Our Values - VOICE:**

- Vital Learning & Innovation
- Open Communication
- Inclusion & Diversity

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- Care & Compassion
- Empowering Accountability

We offer: a generous vacation package, plus 3 float days, participation in the OMERS Pension Plan with contributions matched 100% by the employer, a comprehensive benefits (including medical, dental, life and disability) package, Employee Assistance Program and a competitive salary.

CAFC staff are currently working in a hybrid work model, working remotely and in the downtown Toronto office at least 2-3 days a week.

We acknowledge that the Foundation's main office is in Toronto, which is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee, and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis. The area now known as Toronto is covered by Treaty 13. Children's Aid Foundation of Canada is committed to supporting meaningful reconciliation between Indigenous peoples and others in these lands and across Canada.

### How To Apply

**To apply, please forward a current resume, with a covering letter in one single document, detailing how your qualifications match this opportunity, to [enza@cafdn.org](mailto:enza@cafdn.org) and include "SM - Human Resources" in the subject line of your email by August 30, 2024. We are motivated to fill this position and applications will be reviewed as they are received. You are encouraged to submit your application early.**

We thank all candidates for their interest in the work of Children's Aid Foundation of Canada; but only candidates selected for an interview will be contacted. No telephone inquiries please.