

## Job Posting

### Director, Human Resources

[Houselink and Mainstay Community Housing \(Houselink/Mainstay\)](#) is Toronto's largest non-profit supportive housing provider. Our organization is the result of a recent amalgamation between the former [Houselink Community Homes](#) and [Mainstay Housing](#).

As a joined organization, we currently manage nearly 60 residential locations and more than 1,100 units across the City of Toronto, serving individuals with complex mental illness and addictions. We work closely with sector partners to deliver programs and advocate for solutions that will address homelessness.

Our work is rooted in the understanding that housing is a human right and plays a vital role in health and wellbeing. We are proud to lead the affordable housing sector in building strong, inclusive communities where everyone has the opportunity to thrive.

#### General Summary

Reporting to the Executive Director, this role is a member of the Senior Leadership Team. The Director Human Resources is responsible for the Human Resource practice of the organization as well as administrative functions related to the acquisition and tracking of the organization's digital assets. The role supervises a team of HR professionals plus the indirect supervision of reception and administrative support.

#### Principal Duties and Responsibilities

##### 1. Overseeing and Executing HR Strategic Direction

- Provides leadership in the development and implementation of the Human Resources Strategy; collaborates at the organizational level to determine priorities by serving as the influential voice for HR strategies, philosophies and initiatives within the organization;
- Monitors developments and best practices related to talent acquisition and retention;
- Maintains relationships with third party human resources vendors and legal counsel;
- Provides advice and interpretation on statutory obligations, human resources policies, and collective agreement as well as employment and labour relations developments and jurisprudence, to leadership and HR team;

**Houselink Admin Office:**  
805 Bloor Street West  
Toronto, ON M6G 1L8  
(416) 539-0690

**Mainstay Admin Office:**  
550 Queen Street East  
Suite 150  
Toronto, ON M5A 1V2  
(416) 703-9266  
TTY: (416) 703-9267

**Charitable number:**  
123109845 RR0001

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## 2. Operational Human Resources Team Accountability

- Provides operational leadership to the Human Resources team regarding the delivery of Human Resources services including employee/labour relations, compensation, job evaluation, benefits, recognition, recruitment, and occupational health and safety;
- Develops necessary monitoring mechanisms to ensure the appropriate delivery of Human Resources programs and services;
- Develops and implements organizational-wide programs to comply with changes in employment law, including Pension, Pay Equity, Occupational Health and Safety, Human Rights, and AODA;

## 3. Payroll

- Ensures payroll is processed accurately and in a timely manner;
- Oversees the development of the annual salary budget;

## 4. Organizational Culture and Effectiveness

- Develops solutions to support a culture of accountability which supports equity, diversity and inclusion to enhance and promote Houselink/Mainstay's organizational culture;
- Ensure JHSC committee and compliance with requirement;

## 5. Digital Asset Responsibility

- Ensures proper procedures is followed for acquisition of new digital assets and their maintenance;

## **Education, Knowledge and Skills**

- Post secondary/Master's degree in business administration, human resources, labour relations or other related field. CHRP designation considered an asset.
- Minimum 10 years of progressive Human Resource experience with at least 3 years at a senior level.
- In-depth development knowledge of human resources leading practices, compensation, recruitment and employee relations policies, processes and evaluation tools.
- Expert knowledge of technical and legislative issues related to Human Resources and Employee/Labour Relations
- Expertise in providing advice and support to management
- Experience leading a team of staff.
- Experience in bringing two organizations together, an asset.
- Experience working within a unionized environment
- Experience working for a not for profit, specifically in the health sector is an asset
- Strong knowledge of business cycles, budget planning, resource allocation, financial monitoring and organizing skills to direct staff.
- Proficiency with Microsoft Office suite specifically word, PowerPoint and Excel.

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**Houselink/Mainstay is a fully vaccinated workplace. All applicants will be required to show proof of vaccination or an acceptable exemption.**

Please send a cover letter explaining your suitability for the role along with your resume by October 20, 2021 by 5:00 p.m. to [shisey@hlms.ca](mailto:shisey@hlms.ca)

**No phone calls please. Only those selected for an interview will be contacted.**

HLMS has an equity hiring policy, is committed providing an inclusive selection process. Applications are encouraged from people with lived experience of mental health challenges and other equity seeking groups. HLMS will provide accommodation, upon request, to ensure a fair and equitable process.