



Associate Director, Human Resources Job Description

Position: Associate Director of Human Resources

Area of Responsibility: Human Resources

Reports To: Executive Director

Who We Are

Summit Housing & Outreach Programs, operating under the name Summit House, was founded in 1981 to address the critical need for supportive, affordable housing for individuals with diagnosed mental illnesses. Today, our organization offers a wide variety of housing options in Burlington, Oakville, Milton, Georgetown and Acton. Additionally, we offer comprehensive case management services, including Assertive Community Treatment (ACT) across the Halton Region.

We are committed to continuous quality improvement with a focus on four key areas: equitable access, efficiency, patient-centered care, and clinician experience.

Why Summit Housing and Outreach Programs?

At Summit, we are dedicated to providing essential services and housing solutions for individuals and families in Oakville and surrounding areas. Joining our team means contributing to a mission-driven organization that positively impacts the lives of those we serve. We offer a supportive, collaborative work environment that values respect, innovation and teamwork.

Summary

Summit Housing and Outreach Programs is seeking a highly organized, compassionate and strategic Associate Director of Human Resources to join our team. This role is pivotal in supporting HR functions within the organization, with a focus on talent acquisition, employee development, employee relations, and policy implementation. The Associate Director will report directly to the Executive Director and will work collaboratively with leadership and staff to foster a positive, inclusive, and effective work environment. This is a non-supervisory role, with a focus on hands-on HR management and strategic support

Why You will Love Working with Us

- **Impactful Work:** Be a key player in our mission to provide essential housing and outreach services.

- **Collaborative Environment:** Work closely with the organization's leadership team to keep our operation running smoothly.
- **Professional Growth:** Access opportunities for personal and professional development.
- **Supportive Team:** Join a team that values your contributions and fosters your growth.

Key Responsibilities

The Associate Director of Human Resources will provide strategic and consultative support to the executive team in alignment with the organization's goals. This includes managing recruitment, onboarding/offboarding, policy development and coordination of core HR processes.

1. **Human Resources Strategy & Compliance:**
 - Develop, implement, and manage HR policies and procedures in alignment with the organization's goals and legal requirements.
 - Ensure HR practices comply with all federal, provincial, and municipal labor laws and regulations.
 - Provide guidance on HR-related legal issues and mitigate potential risks.
2. **Talent Acquisition & Workforce Planning:**
 - Lead the recruitment process to attract and retain top talent.
 - Collaborate with department heads to understand staffing needs and workforce planning.
 - Prioritize diversity, equity, and inclusion throughout recruitment and hiring processes.
3. **Employee Relations & Engagement:**
 - Serve as a trusted advisor on employee relations matters, fostering communication between staff and leadership.
 - Support conflict resolution and employee feedback initiatives to enhance organizational culture.
 - Create and maintain a positive, values-aligned work environment.
4. **Performance Management & Professional Development:**
 - Support the development and implementation of performance management systems to help employees reach their potential.
 - Collaborate with managers to provide coaching, training, and development opportunities.
 - Ensure a continuous learning environment that encourages professional growth and development.
5. **Compensation & Benefits:**
 - Manage compensation and benefits programs to ensure competitiveness and equity.
 - Support annual salary review processes and provide recommendations for adjustments.
6. **HR Reporting & Analytics:**
 - Maintain HR-related data and metrics, including headcount, turnover, and employee engagement.
 - Provide regular reports to the Executive Director on HR effectiveness.
7. **Cultural Leadership & Organizational Development:**
 - Champion Summit Housing's mission, values, and culture, ensuring HR practices are aligned with the organizational vision.

- Contribute to the development of programs that foster community engagement, collaboration, and employee well-being.

8. Labor Relations

- Collaborate with external labor relations consultants and senior leadership to prepare for and participate in collective agreement negotiations.
- Develop negotiation strategies, draft proposals, and ensure alignment with organizational objectives.
- Serve as a liaison between leadership and labor unions to maintain productive relationships.
- Interpret and ensure compliance with collective agreement terms, labor laws, and policies.
- Provide training and guidance to management on collective agreement interpretation and labor relations best practices.

What We Are Looking For:

- Degree or Diploma in Human Resources with a CHRP designation
- Minimum of 5 years of progressive HR experience, ideally within a non-profit or community-focused organization.
- Solid understanding of HR policies, labor law, and best practices.
- Excellent communication and interpersonal skills, with the ability to build trust across all levels of the organization.
- Ability to manage multiple priorities and meet deadlines in a fast-paced, dynamic environment.
- Strong problem-solving skills and discretion in handling sensitive, confidential information.
- A passion for social services and a commitment to the mission of Summit Housing and Outreach Programs.

Perks of the Job:

- **Flexible Work Environment:** Enjoy a balance between work and life.
- **Health & Wellness:** Maintain a healthy work-life balance with our wellness programs.
- **Professional Development:** Opportunities to gain experience and advance in your career.
- **Excellent Staff Benefits:** Includes a company RRSP contribution of 4% after successfully completing the probation period.

Ready to make a difference?

Apply now and be part of a team that is dedicated to making a positive impact on our community! Send your resume to ajoxhe@summit-housing.ca by EOD February 3rd. Please note that this is an in-person role only and applications will be reviewed on a rolling basis.

Summit Housing and Outreach Programs strives to foster an equitable workplace that reflects the diversity of the communities we serve and welcomes all qualified candidates including racialized individuals, members of the 2SLGBTQIA+ communities, people with disabilities and people with culturally diverse backgrounds. Accommodations are available on request for candidates taking part in all aspects of the selection process.