



DIRECTOR OF PEOPLE, EQUITY and CULTURE

FULL-TIME POSITION

Family Transition Place (FTP) is working to create a community where all individuals can belong, living with respect, equity and in safe, healthy relationships. We provide shelter to those who identify as women, with or without their children, and counselling to individuals who have experienced gender-based or sexual violence, and deliver healthy relationship education to youth in schools throughout Caledon and Dufferin.

We are seeking a full time People, Equity and Culture Director who will be responsible for:

- All Human Resources functions related to recruitment, compensation strategies, group benefits and championing company policies and practices.
- Leading FTP's Diversity & Inclusion Strategy
- Overseeing Agency Culture and Values initiatives

Responsibilities:

1. Agency Equity and Culture

- Develop and lead agency culture and values initiatives
- Lead and support the implementation of FTP's Diversity & Inclusion Strategy
- Collaborate with community partners to create equity based partnerships
- Assess staff training and development needs in regards to diversity, inclusion and equity
- Coordinate effective internal trainings and ongoing education in support of organizational development
- Ensure that strategic and operational decisions are made from an equity lens
- Ensure that agency values are upheld and promoted

2. People Development

- Administer the full-cycle recruitment process including developing and maintaining up to date job descriptions, posting vacancies, screening and interviewing candidates, preparing offer letters and employment contracts
- Manage and coordinate the 'onboarding' and 'off boarding' process including agency orientation and exit interviews
- Maintain personnel files in line with all relevant legislation (PIPEDA, CRA, SIPDDA)
- Develop and oversee a Performance Review & Development framework, designed to build on a culture of equity, compassion and performance
- Coordinate employee learning and development opportunities that are aligned with strategic and operational objectives

3. Employee Benefits

- Implement compensation strategies and principles
- Administer employee appreciation programs
- Develop/optimize the use of the agency's electronic HR platform

Safety. Support. Hope. Building healthier communities – one relationship at a time.

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20 Bredin Parkway, Orangeville, Ontario L9W 4Z9 tel 519-942-4122 fax 519-942-8243
www.familytransitionplace.ca Charity BN: 107376378RR0001





Qualifications:

- Completion of post-secondary education in Human Resources or a related discipline
- 2–4 years of management or leadership experience
- Two years of experience leading organizational Equity, Diversity and Inclusion work
- 4–6 years of Human Resources generalist experience
- CHRP, CHRL, or CHRE designation
- Experience with implementing compensation strategies and principles
- Experience with electronic HR platforms
- Familiar with legislation that guides service (Occupational Health and Safety, AODA, Employment Standards Act, PIPEDA, Human Rights Charter) and any other applicable legislation
- Strong emotional intelligence
- Ability to complete work with a high degree of accuracy and timeliness
- Strong organizational skills
- Ability to multitask and manage competing priorities
- Effective and clear oral, written, listening and telephone communication skills
- Maintain a current understanding of intersectional feminist philosophy
- Works from an ARAO/Intersectionality lens
- Vulnerable Sector Police Clearance Certificate and maintenance of clearance requirements during course of employment

Hours of Work:

- 35 hours per week - Monday through Friday with some weekend and evening hours, as required
- Hybrid work model available

Compensation:

- Salary Range: \$75,087–\$92,700
- Competitive Employee Benefits package

The successful candidate will join a compassionate and forward-thinking team of professionals. We provide an attractive benefits package that includes vacation, sick and personal time. As well, we provide flexible work arrangements.

Our steadfast feminist and family-first approach guides the work we do. We are committed to ensuring that FTP continues to boast strong staff retention and satisfaction through consistent collaboration, communication, skills and culture development opportunities throughout our organization.

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Our commitment to our internal agency values of compassion, integrity, equity and social justice is unwavering, and we are striving to create a culture that reflects those values.

We are committed to unlearning biases and working towards undoing systemic racism and oppression towards Black, Indigenous, People of Colour, 2SLGBTQ+ and all marginalized identities.

We are focused on innovation and enhancement of our services for the people we support; we are equally focused on creating a workplace that 'works' for our staff. We are deeply proud of the culture we have developed and the staff who continue to help us shape it. We'd love to have you join us!

FTP is dedicated to achieving a workplace that is rooted in equity and is inclusive of a broad diversity of cultures, identities and abilities. We welcome applications from all qualified candidates, however only candidates selected for an interview will be contacted.

**Please forward a Letter of Application and Resume
by 12 p.m. on Friday, September 22, 2023 to:**

michelle@lakelee.ca

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