



## MANAGER OF PEOPLE and CULTURE

### FULL TIME

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 and Culture Manager 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 Culture

- Develop and lead agency culture and values initiatives
- Lead and support the implementation of FTP's Diversity & Inclusion Strategy
- Coordinate effective internal trainings and ongoing education in support of organizational development

##### 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

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

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 a related discipline
- Knowledge of and experience in leading Equity, Diversity and Inclusion work
- 4–6 years of Human Resources knowledge and experience
- Experience with implementing compensation strategies and principles
- CHRP, CHRL, or CHRE designation an asset
- Experience with electronic HR platforms
- Familiar with legislation that guides service (Occupational Health and Safety, AODA, Employment Standards Act, PIPEDA) and any other applicable legislation
- 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 to Friday  
with some weekend and evening hours as required

### **Compensation:**

- Salary Range: \$67,856–\$78,795
- 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.

Our commitment to our internal agency values of compassion, respect, inclusion, continuous learning and integrity is unwavering, and we are striving to create a culture rooted in equity. 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.

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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 reflects the diversity of the community it serves and welcomes applications from all qualified candidates. We thank all applicants, however only candidates selected for an interview will be contacted.

**Please forward a Letter of Application and Resume  
by 12 p.m. on Friday, July 7, 2023 to:**

**[michelle@lakelee.ca](mailto:michelle@lakelee.ca)**

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