

**Human Resources Administrator  
Permanent, Full-Time (Onsite)  
This role is filling an existing vacancy**

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**ABOUT YELLOW BRICK HOUSE:**

Yellow Brick House is a leading provider of life-saving services to women, families and children who have experienced violence and abuse. We offer emergency shelter, individual, group and child counselling, legal support services, and transitional housing support.

**PROFILE:**

Reporting to the HR Manager, this position is responsible for the day-to-day functions of office and reception management as well as supporting administrative functions in Human Resources.

**RESPONSIBILITIES:**

**The major responsibilities of this position include, but are not limited to:**

**Office Administration**

- Reception coverage as required (Monday-Friday, onsite) answering phone calls, doors, inquiries, following up on voice mail messages, ensuring calendars are up to date for warehouse pick-ups, outreach pickups etc.
- Sending and Receiving courier parcels, sorting mail, filing, ordering supplies, printing, shredding, preparing mailings, ordering food for meetings/events, and record maintenance for the Office as required.
- Responsible for keeping schedule for kitchen, meeting rooms, mailroom, tidy and fully stocked with supplies.
- Update and manage staff list (telephone directory, Onsite Headcount, etc.)
- Ensure that Health and Safety protocol is followed.
- Work with Property Maintenance Coordinator to receive contractors onsite for minor property maintenance in Richmond Hill.
- In absence of volunteers, ensuring donations are received, completing paperwork, and database entry as required.
- Managing the inventory of laptops ensures the Business Manager is informed when IT supplies require replenishment.
- Work with Direct Services team to ensure walk-in clients have the resources for the services they need.
- Coordinate donation drop offs with the Warehouse volunteers.
- Mentor volunteers when required.

**Recruitment and Selection**

- Assists in all staffing activities including the preparation of job postings, placing recruitment ads, reviewing applicants, conducting internal and external searches, preparing interview questions, participating in phone screens and interviews as required, making hiring recommendations to Managers, providing feedback to candidates.
- Ensuring standardization and development of all related interview guides, postings, and job descriptions in conjunction with the Agency recruitment policy.
- Prepares school and volunteer presentations as required to ensure Yellow Brick House Branding.

## **Orientation, Training and Performance Management**

- Ensures effective implementation and scheduling of all Yellow Brick House Orientation programs (HR/Health and Safety/Benefits) orientations to foster positive attitude toward organizational objectives.
- Works with Compute to set up new hires on laptops, receive laptops returned by departing employees, keeping track of worksheet up to date and ensuring security updates are routinely completed.
- Distributes and collects office keys, set up and deactivate alarm codes as required.
- Participates in “stay” interviews and new hire survey to ensure the continuous development of improvement opportunities and retention as required.
- Assist in maintaining Job Specific Training checklist for all positions, ensuring the capture of all legislative requirements, task specific requirements, and development opportunities are captured in a gap analysis or training matrix.
- Ensures all required training is scheduled and recorded, evaluated – maintaining employee records and HR Systems
- Generate certificates as required for all training provided to ensure proper documentation.
- Ensures all documentation related to onboarding and training is properly documented and stored in employees’ files and HR systems.
- Assists in performance management activities as assigned including Annual, and Probationary Performance Reviews and related development planning ensuring reviews and job descriptions are completed on schedule and placed in Employee files.
- Participates in Investigations as required.
- Ensures excellent customer services both internally and externally at all times.
- Assists with HR Programs and Projects as assigned within the Strategic Plan.

## **HR Administration and Documentation**

- Standardize all templates as related to all HR documents to ensure consistency and linkages with the HR programs.
- Assists in compiling statistical reports concerning personnel related data such as headcount, turnover, vacancy rates, health and safety incidents, development plan completion etc., as required.
- Support staff surveys as required.
- Update policies and protocols as required.
- Remain current on legislation and changes to human resources practices to ensure excellence in service delivery.
- Ensure communication flow with Staff, Management Team, and CEO as required.
- Updates all personnel information in the various HR systems and trackers to ensure employee documentation is up to date, robust, and complete.
- Participate in the development and the maintenance of agency policies and procedures. In conjunction with the management team, ensure that yearly reviews and revisions of the policies and procedures are implemented and monitored.
- Updates Agency Meeting information and presents as required.
- Maintain knowledge of the Employment Standards Act, Labour Relations Act and collective agreements.
- Support the JHSC as required including routine workplace inspections as required.

## **General**

- Maintains strict confidentiality of all information obtained, written or verbal, within the Human Resources Department

- Demonstrate a concrete commitment to her own training, professional development, supervisor, and evaluation on an ongoing and regular basis.
- Knowledge of Violence Against Women and Women's issues is an asset.
- Demonstrated understanding and commitment to the principles of equity of access and cultural safety.
- Participate in community committees as required by the HR Manager or designate.
- Advocate for Yellow Brick House
- Complete other tasks that from time to time may be assigned by the Manager or designate.
- Engage fully and openly in supervision, keep HR Manager informed of staff issues and general HR updates.
- Function within the agency policies, procedures, and strategic directions and information system policies as mandated
- Performs Other Duties as Required.

### **HEALTH AND SAFETY RESPONSIBILITIES:**

- Adhere to agency goals, service delivery principles, policies and procedures as outlined in the Policies and Procedures manual.
- Follow the duties and responsibilities specified under the Occupational Health & Safety Act Sections 28.
- Ensure all safety and non-safety rules and regulations are followed.
- Ensure adherence to established safety, quality, and housekeeping standards.
- Attends Environmental Health and Safety training.
- Adhere to Yellow Brick House health and safety, environmental, and quality standards, policies and procedures.
- Report any known hazard, defect, incident or compliance issue to the employer or supervisor!
- Understand BILL 132 and Bill 168 and uphold the policies that prohibit domestic violence, workplace violence, sexual harassment and harassment in the Workplace.
- Supports the Joint Health and Safety Committee as required.
- Participates in all audits and workplace inspections.

### **PERFORMANCE MEASURES:**

- Timeliness & Accuracy of HR Deliverables
- Recruitment Efficiency & Effectiveness
- Training & Onboarding Completion Rates
- Data Integrity & HR System Accuracy
- Employee Engagement
- Compliance on all HR /Health and Standards

- Computer proficiency a must with expert knowledge of Microsoft Office.
- Strong knowledge of women's issues and the dynamics of violence against woman.
- Must have reliable transportation.
- Vulnerable Sector Screening (VSS) required.

### **QUALIFICATIONS & SKILLS:**

- Minimum completion of Human Resources Diploma at an accredited school.
- Minimum 1-2 year related HR and Health and safety experience, preferably in a non-profit agency, unionized environment.
- Working towards C.H.R.P designation.

### **CORE COMPETENCIES:**

- Anti-Oppressive & Culturally Responsive Practice (ARAO) & Trauma- Informed Practice
- Communication & Collaboration
- Documentation, Organization, & Accountability
- Critical Thinking & Decision Making
- Adaptability & Continuous Improvement.
- HR Administrative Coordination in Recruitment & Selection, Onboarding, Training and Performance Support

- HR Data Management & Reporting
- Policy, Compliance & Legislative Support
- Employee Engagement

**WORKING CONDITIONS:**

- Works in a comfortable typical office environment. Typical conditions are such that some risk of any injury or harmful effect is likely.
- Must be able to sit/stand for extended periods of time.

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**Compensation:** The compensation for the position is \$50,000

**Hours of Work:** Monday to Friday, 9am-4:30pm, Onsite.

**How to Apply:** Please send your résumé and cover letter to [jobs@yellowbrickhouse.org](mailto:jobs@yellowbrickhouse.org)

**Accommodation**

Yellow Brick House is an equal opportunity employer dedicated to recruiting and retaining a qualified workforce and is committed to hiring practices that are fair and equitable. The company and its hiring managers always seek to hire the most qualified candidate for a position. A protected characteristic under the *Human Rights Code* is never used against a person during the hiring process.

**Use of Artificial Intelligence and Automated Tools**

Yellow Brick House values fairness and transparency in our hiring process. We may use automated or AI-supported tools to assist with application screening; however, all final hiring decisions are made by a human reviewer. Applicant information is handled with care and in accordance with privacy requirements