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## **JOB OPPORTUNITY**

### **Human Resources (HR) Generalist**

Aboriginal Legal Services strengthens the capacity of the Indigenous community and its citizens to deal with justice issues and provide Indigenous controlled, culturally based justice alternatives. Our dedicated staff is our most valued resource. Compassion, care, teamwork, professionalism, communication and respect are the values that set our organization apart.

#### **Position Summary**

The Human Resource Generalist is responsible for providing technical knowledge and support to the Executive Director, Program Director and Legal Advocacy Director in hiring, training, evaluating and otherwise supporting ALS staff.

#### **Duties and Responsibilities:**

- Coordinates the staffing process,
- Maintain employee files and records in electronic and paper form.
- Updating, creating and implementing required human resource policies and practices required for the organization.
- Provide strategic Human Resource advice to the Directors of Aboriginal Legal Services.
- Conduct employee onboarding, implementing training and development services for new and existing employees.
- Ensure policies in place closely align with organizational goals and employment law requirements

#### **Qualifications, Knowledge and Skills:**

- Diploma in Human Resources Management, Business or related work experience
- Possession of Chartered Professional in Human Resources (CPHR) in good standing or in the process of working towards the designation
- 3-5 years' experience in Human resources in human resources role, creating HR programs and policies, labour relations
- Thorough understanding of employment law, Pay Equity, human resource best practices, and policies and procedures
- Outstanding knowledge of MS Office, HR software, etc.
- experience with HR software and web-based programs
- Familiar with and committed to Aboriginal Legal Services Mission and Vision

A full job description is available for more details about the position. Please submit your Cover letter, resume and 3 references with "**HR Generalist Position**" in the subject line by no later than **Friday September 6<sup>th</sup>, 2019 at noon** to:

Aboriginal Legal Services of Toronto  
Fax: 416-408-1568  
Email: [hrgeneral@aboriginallegal.ca](mailto:hrgeneral@aboriginallegal.ca)

**\*Please note that only those applicants who will be interviewed will be contacted.**