

Internal / External Job Posting
Manager, People and Culture
Full Time Permanent

Abiona Centre (“the Centre”) is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and an Early Learning Centre. All the programs and services are open to families, young women and their children living in the broader community.

The Manager, People and Culture contributes to the achievement of Abiona Centre’s (the ‘Centre’) mission, vision, strategic directions and objectives by ensuring smooth operation of all aspects of the Human Resources functions, and fostering an engaging, collaborative workplace culture that embraces diversity, equity and inclusion for all.

Reporting to the President & Chief Executive Officer (CEO), the Manager will support the management team in recruitment, onboarding, compensation and benefits, performance management, health and safety, training and development, labour and employee relations, and implementing strategies to attract and retain the best talents for the Centre.

- Position:** Manager, People and Culture
- Term:** Full time permanent
- Program:** People and Culture
- Reports to:** President & Chief Executive Officer
- Supervises:**
- Human Resources Assistant
 - Accounting and Payroll Assistant (dotted line)
 - Volunteers
 - Student Placements
- Qualification:**
- Bachelor's degree in Human Resources or a related field, plus CHRL designation, or the equivalent combination of education, professional certification, and professional work experience.
 - Minimum 5 years of progressively responsible HR roles, including 3 years supervisory experience, ideally in a non-profit unionized setting.
 - Strong working knowledge of employment legislation including employment standards, occupational health and safety, labour relations, human rights, etc.
 - Demonstrated knowledge of leadership development, DEIB and change management best practices.
 - Direct experience in all aspects of the employee life cycle, including recruitment, onboarding, performance management and compensation practices.
 - Strong understanding of HR processes, performance management, and

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workforce planning.

- Strong understanding of data management, HRIS platform technologies.
- Excellent communication and interpersonal skills with the ability to build collaborative relationships.
- A well-defined sense of diplomacy, including problem-identification, problem solving, and people-management skills.
- Demonstrated ability to lead and inspire teams and influence positive change throughout the organization.
- High level of integrity, confidentiality, and accountability.
- Strong work ethic and positive team attitude.
- Ability to respond appropriately in pressured situations with a calm and steady demeanor.
- High level of proficiency with Microsoft Office.

**Working
Condition:**

- Manual dexterity required to use desktop computer and peripherals.
- Intermittent physical activity including walking, standing, sitting and lifting.
- Travel required
- Overtime as required

Closing Date: **January 31, 2025; 5:00 p.m.**

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005*, and the *Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

The Centre encourages applications from persons who represent the diverse populations we serve.

Qualified applicants should send their cover letter and resume by the closing date to:

Human Resources
Abiona Centre
1102 Broadview Avenue
Toronto, ON M4K 2S5
Fax: 416-425-4056
OR
Email: hr@abionacentre.ca
(please quote "Manager, People and Culture" in the subject line)

We thank all applicants, however, only those we select for interview will be contacted.

Date of posting: January 17, 2025