



Southwest Ontario
Aboriginal Health
Access Centre

Director of Organizational Development & Human Resources

In support of SOAHAC's strategic direction and under the supervision and guidance of the Chief Executive Officer, the Director of Organizational Development & Human Resources is responsible for the overall operations of the HR Department and its associated programs and functions in support of SOAHAC's organizational goals and objectives. The Director of Organizational Development & Human Resources holds accountability and oversight of the following business areas:

- Organizational Development and Learning;
- Staff Wellness & Engagement;
- Occupational Health & Safety;
- Labour Relations;
- Recruitment and Retention;
- Talent Development and Succession Planning;
- Student Placement Coordination; and
- Volunteer Coordination.

The difference you can make is real. Your commitment to serving the Indigenous population within Southwestern Ontario will be evident in your experience, character and future goals.

SOAHAC is looking for an exceptional Director of Organizational Development & Human Resources. In this role, you will be responsible for leading the development and improvement of HR strategies, collaborating on department budgets, and assessing legislative impacts. In this Leadership capacity, responsibilities involve guiding HR professionals, fostering an inclusive culture, providing legal insight, managing employee relations, and overseeing various HR functions.

ACCOUNTABILITIES

Strategic Planning:

- Lead the development, execution, evaluation, and refinement of HR strategies and processes.
- Set realistic objectives, establish priorities, and systematically plan work.
- Cultivate a culture of continuous corporate improvement, addressing both personal and organizational goals to nurture leadership capabilities.
- Collaborate closely with the Director of Finance and Operations to establish and attain HR department budgets.

- Conduct comprehensive assessments of existing and upcoming legislation to gauge their impact on HR functions and provide strategic recommendations.

Leadership:

- Provide visionary leadership and guidance to a small team of HR professionals.
- Contribute to the cultivation of an inclusive and supportive workplace culture that honours and supports Indigenous traditions and builds positive relationships amongst employees at all levels of the organization.
- Offer expert counsel to management on employment legalities and obligations.
- Deliver expert guidance in managing employee relations, including conflict resolution, mediation, investigations, and performance.
- Ensure that workplace harassment and violence investigations are conducted in alignment with legislative requirements.
- Ensure strategies are in place to educate employees on current SOAHAC human resources policies and programs.
- Lead organizational recruitment and retention initiatives, collaborating with management and third-party recruitment resources when necessary.
- Ensure SOAHAC's recruitment practices adhere to legal requirements and promote a diverse workforce.
- Manage the compensation structure and job evaluation program.
- Co-manage the Human Resources Information System with the Director of Finance and Operations, ensuring appropriate report generation, analysis, and communication to Senior Leadership, with proactive recommendations for improvement.
- Provide coaching and resources for career development to both management and employees.
- Coordinate employee training programs to enhance workforce skills and flexibility.
- Oversee personnel management tasks such as wage adjustments, promotions, and disciplinary actions in accordance with company policies.
- Oversee the HR component of SOAHAC's quality program, including scorecard maintenance, reporting, and Accreditation preparation.
- Collaborate with the Director of Finance and Operations to ensure the efficient administration of benefit and pension programs.
- Ensure appropriate management of student placement and volunteer programs, providing guidance to staff as required.
- Supervise the HR component of SOAHAC's quality program, including scorecard maintenance, reporting, and Accreditation preparation.
- Collaborate with the Director of Finance and Operations to ensure efficient administration of benefit and pension programs.

Health and Safety:

- Assume responsibility for the organization's Health & Safety program, including addressing emerging public health concerns, to ensure legal compliance and best practices.
- Oversee disability management, including return-to-work and accommodation plans, while ensuring cost-effective internal customer service.

Qualifications:

- Degree in Business/Human Resources Management, Masters degree preferred.
- CHRL designation is preferred.
- A minimum of 5 years of Organizational Development and Human Resources related leadership/management experience preferably at the senior leadership level.
- Strong knowledge of current employment law matters, with a strong commitment to diversity management.
- Proven ability to develop and implement OD and HR strategies that align with organizational goals and foster a positive work environment.
- Strong communication and leadership skills to engage with employees at all levels and work effectively with other SLT members.

Southwest Ontario Aboriginal Health Access Centre

Southwest Ontario Aboriginal Health Access Centre (SOAHAC) is one of ten Aboriginal Health Access Centres (AHACs) in Ontario. AHACs are innovative, Indigenous-informed health care agencies providing a combination of health and social services to Indigenous people.

SOAHAC is a diverse, dynamic, multiservice Indigenous health and wellness agency. They strive to provide quality, wholistic health services by sharing and promoting Traditional and western health practices to enable people to live in a more balanced state of well-being. SOAHAC provides services to Indigenous people including those who live on and off reserve, status, non-status, Inuit, and Metis people living within Southwestern Ontario.

SOAHAC currently operates five main sites in Chippewas of the Thames First Nation, London, Owen Sound, Windsor, and Waterloo Wellington. Each site houses an Integrated Care Team of primary care and allied health professionals that works together to address the health and wellness needs of the Indigenous Communities we serve.

The teams include doctors and nurse practitioners, nurses, dietitians, physiotherapists, social workers, mental health and addictions counsellors, medical administrators, child and youth workers, Traditional Indigenous healers, Elders, and more.

For more information, please visit www.soahac.on.ca.

Purpose

SOAHAC's purpose is to improve access to, and the quality of, health services for First Nations, Inuit and Métis peoples in the spirit of partnership, mutual respect and sharing.

Vision

A healthy balanced life through mental, physical, spiritual and emotional well-being.

Mission

To empower Indigenous families and individuals to live a balanced state of well-being by sharing and promoting wholistic health practices.

Values

SOAHAC's culture will be most healthy if these values are intentionally lived out and reinforced on a regular basis:

- Respect for all
- Compassion
- Quality in health promotion and care
- Honouring all Traditional values

Belief Statements

- We affirm that SOAHACs primary responsibility is for the Indigenous people in the health centre's catchment area.
- Healing is empowerment that facilitates the re-emergence of the Creative Mind, and Spirit and an Agile body.
- SOAHAC provides a healing environment of acceptance and cooperation that natures each person with dignity, security, love and renewal.
- SOAHAC sets the example of healing and wellness that starts within its own walls, including Board, Staff and Volunteers.
- The establishment of programs and projects that affirm the principles and goals of this organization.
- SOAHAC is a culture-based, competent organization dedicated to the wellness of the Indigenous community.

Compensation, Benefits and Other Job Specifics

- SOAHAC offers a competitive compensation package including comprehensive benefits and pension plan (HOOPP) with opportunities for growth and development
- flexible hours of work including evenings and weekends when required
- regular travel throughout southwestern Ontario and to SOAHAC sites is required
- A Valid driver's license and reliable vehicle are required
- Current, satisfactory vulnerable sector police check (or CPIC)
- Up-to-date immunizations and records

If you believe that you have the skills, experience, and desire to serve Southwestern Ontario's Indigenous community in this capacity we want to hear from you! **Please send your cover letter and resume in a single document to recruiting@ahria.ca.** We look forward to hearing from you.

SOAHAC values diversity and is an equal opportunity employer; however, hiring preference will be given to qualified Indigenous applicants.

SOAHAC is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise in your cover letter.