

### POSITION DESCRIPTION: **TALENT ACQUISITION SPECIALIST**

#### SECTION ONE: POSITION TITLE, REPORTING AND STATUS

Position Title: <b>Talent Acquisition Specialist</b>	
Reports to: Human Resources Manager	Direct Reports: N / A
Job Status: Full Time	Hours of Work: 37.5 per week
Effective Date: April 30, 2024	Revision Date: December 2023

#### SECTION TWO: POSITION SUMMARY

The Talent Acquisition Specialist is responsible to administer and oversee the effective and efficient recruitment and selection process within the Umbrella Family. This position acts as a key point of contact on all related matters, including but not limited to recruitment planning, coordination and execution of key recruitment activities to ensure the most qualified applicants are available for a wide variety of positions to provide support and services to families and children. This position is also responsible for the development and execution of the orientation and onboarding process for all positions within the organization as well as the Student placement and Volunteer programs.

#### SECTION THREE: DUTIES AND RESPONSIBILITIES

The key responsibilities of the Talent Acquisition Specialist comprise of the following:

##### **3.1 Resource to the Human Resources Manager**

- (i) Report to the Human Resources Manager on any organizational trends or situations that could impact the human resources functions and overall performance of Umbrella Family; and
- (ii) Prepare any background information as required by the Human Resources Manager relating to the talent of the organization.

##### **3.2 Compliance with Legislation, Regulations and Organizational Policies and Procedures**

- (i) Ensure compliance with applicable legislation and regulations pertaining to the Umbrella Family;
- (ii) Ensure compliance with the organization's policies and procedures and the collective agreement of the organization; and
- (iii) Inform the Human Resources Manager of any areas of non-compliance with legislations, regulations, organization policies and procedures and/or collective agreements.

##### **3.3 Risk Management**

- (i) Inform the Human Resources Manager of situations that could create potential risk and liabilities for the Umbrella Family; and
- (ii) Implement the risk management plan of the organization, as required.

##### **3.4 Human Resources Priorities and Outcomes**

- (i) Determine in collaboration with the Human Resources Manager the priorities and outcomes of talent acquisition, student and onboarding programs of the organization within the context of the strategic plan approved by the Board of Directors;

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- (ii) Develop an annual recruitment strategy to ensure ongoing recruitment of highly qualified employees aligned with the organization's goals and objectives; and
- (iii) Attend and actively participate in HR Team meetings.

### **3.5 Administrative Functions: Human Resources**

- (i) Coordinate and participate in the full cycle recruitment process inclusive of creating and posting job advertisements, sourcing talent, screening resumes, conducting interviews, checking references and verifying required documentation;
- (ii) Develop and implement applicant assessment tools, including pre-screening questions, interview questions, skill assessments, testing and reference check questions;
- (iii) Provide direction, consultation and guidance on recruitment related inquiries to hiring supervisors and managers;
- (iv) Execute the annual recruitment strategy, including but not limited to attending job fairs and various recruitment events;
- (v) Provide new employee orientation in accordance with the organization's policies and procedures and collective agreement.
- (vi) Ensure new employees receive training in regard to all legislated training, including but not limited to Workplace Violence and Harassment, WHMIS and AODA.

### **3.6 Student and Volunteer Services Planning and Priorities**

- (i) Determine in collaboration with department Managers the annual priorities for volunteer and student services within the context of the strategic and operational plan.

### **3.7 Student and Volunteer Services Coordination**

- (i) Develop and implement recruitment strategies for volunteers and students;
- (ii) Respond to inquiries from potential candidates in a timely manner;
- (iii) Screen potential candidates by reviewing applications/ resumes received, and conduct interviews, in accordance with applicable legislation and organizational policies and procedures;
- (iv) Ensure a description of student/volunteer duties is developed and reviewed with individuals;
- (v) Develop and deliver orientation for new students and volunteers, including ensuring that students volunteers and are informed of the Health & Safety, Anti-Harassment and AODA policies and procedures of the organization.

### **3.8 Information Protocols and Systems**

- (i) Ensure appropriate protocols are followed to ensure that human resource information is protected and safeguarded according to applicable privacy legislation, regulations and organizational policy;
- (ii) Ensure quality and accuracy of any data collection associated with the position;
- (iii) Compile Human Resources statistics and performs analyses as required to assist in organizational decision making (e.g., turnover and churn rates; recruitment metrics); and
- (iv) Compile program data and metrics reports in relation to volunteer management.

### **3.9 Health and Safety**

- (i) Take initiative, when required, to identify and address any health and safety issues; and
- (ii) Advise the Human Resources Manager of any health and safety issues that require a broader organizational response.

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### **3.10 Communications**

- (i) Maintain regular communications with hiring supervisors and managers, finance department and the Human Resources Manager as required;
- (ii) Implement Crisis Communications Plan, as directed by the Human Resources Manager; and
- (iii) Attend staff meetings, as required.

### **3.11 Community Relations**

- (i) Develop and maintain strong working relationships with industry associations, job boards, schools, community contacts, applicants and job seekers.

### **3.12 Representation of the Organization**

- (i) Represent Umbrella Family in interviews, and external meetings as assigned by the Human Resources Manager.

### **3.13 Professional Development**

- (i) Participate in a performance evaluation process conducted by the Human Resources Manager and follow up on any stated actions and/or goals; and
- (ii) Attend professional development opportunities recommended by the Human Resources Manager to enhance overall knowledge and/or performance.

## **SECTION FOUR: AUTHORITY**

The Human Resources Manager delegates authority to the Talent Acquisition Specialist to:

- (i) Provide leadership and manage their responsibilities within the established policies, procedures, priorities and outcomes;
- (ii) Coordinate the recruitment, onboarding and volunteer programs in an effective and efficient manner; and
- (iii) Interpret and implement the policies, procedures and collective agreement of the organization.

## **SECTION FIVE: ACCOUNTABILITY**

The Talent Acquisition Specialist is accountable to the Human Resources Manager to:

- (i) Exercise leadership to carry out job responsibilities;
- (ii) Ensure that any applicable legislation, regulations, collective agreements and the policies and procedures of the organization are not violated;
- (iii) Ensure that employees and volunteers have the proper documentation and requirements in order to carry out their duties;
- (iv) Ensure a safe, healthy and productive work environment;
- (v) Maintain a harmonious working relationship with candidates, volunteers, employees and any applicable community partners;
- (vi) Provide reliable and timely information on human resources and volunteer services, as required
- (vii) Ensure that the organization is perceived by the community in a positive manner; and
- (viii) Minimize any risks and legal liabilities for the organization.

## **SECTION SIX: QUALIFICATIONS**

The minimum qualifications for the Talent Acquisition Specialist are as follows:

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### **6.1 Education, Professional Designation and Certification Requirements**

- (i) Bachelor's degree (or equivalent) in human resources management or a related field is required; and
- (ii) CHRP Designation (completed or in progress) or RPR (Registered Professional Recruiter) is recommended.

### **6.2 Experience, Knowledge and Skill Requirements**

- (i) Five (5) years of progressive recruitment experience;
- (ii) Experience working within a unionized environment is considered an asset;
- (iii) Experience working in a not-for-profit organization is considered an asset;
- (iv) In depth knowledge of applicable legislation and regulations, to carry out job responsibilities;
- (v) In depth knowledge of recruitment best practices, including traditional strategies (ex. job fairs) and social media sourcing;
- (vi) Advanced written and verbal communication skills, with strong relationship building and influence skills;
- (vii) Effective and well-developed interpersonal skills;
- (viii) In depth knowledge of MS Office Suite is preferred, including Word, Excel, PowerPoint and Outlook. Working knowledge of payroll systems (Dayforce HCM) and applicant tracking systems are considered an asset;
- (ix) Ability to focus on established priorities and drive toward results;
- (x) Resourcefulness and flexibility to meet the needs and the demands of the position; and
- (xi) Ability to work independently and as a team member to achieve outcomes and meet deadlines.

### **6.3 Competencies and Judgment**

- (i) Coordinate recruitment, volunteer and student programs in an ever-changing environment;
- (ii) Use professional judgment on a daily basis;
- (iii) Maintain control in difficult and frustrating situations;
- (iv) Accommodate and prioritize competing demands;
- (v) Make effective group presentations; and
- (vi) Maintain confidentiality.

## **SECTION SEVEN: WORKING CONDITIONS**

The working conditions for the Talent Acquisition Specialist are as follows:

- (i) The position is primarily performed in an office environment, with the occasional requirement to attend work at other locations (ex. Job fairs, Recruitment Events etc.). These tasks may be performed remotely up to 3 days per week as scheduled with the Human Resources Manager.
- (ii) Occasional requirement for multi-tasking, simultaneous multiple urgent demands and / or work requiring attention to detail, subject to frequent, regular interruptions or peak periods requiring an accelerated work pace or deadlines;
- (iii) Seldom exposure to uncomfortable, challenging and hazardous situations such as dust, noise, odours, driving in inclement weather / poor road conditions, etc.;
- (iv) Frequent requirements for manual dexterity / coordination for computer use; Regular requirements for light physical exertion, such as sitting, standing, walking and operating

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- office equipment; No requirements for heavy physical exertion, including the ability to lift up to 25 lbs (e.g. moving a heavy box of office supplies);
- (v) Regular requirement for low-intensity mental, visual or aural concentration for such activities as reading, inputting data, taking notes; Seldom requirement for high intensity mental, visual or aural concentrations such as analysing large volumes of data, listening to calls / presentations / face-to-face interactions of a more complex nature;
- (vi) Salaried position based on 37.5 hours/week, Monday to Friday. Availability to work a flexible schedule to meet the needs of the organization is required; and
- (vii) This position is not required to be on-call but the incumbent may need to respond to candidates outside of normal business hours from time to time.

### SECTION EIGHT: INTERNAL AND EXTERNAL RELATIONSHIPS

The Talent Acquisition Specialist will maintain regular contact with the following:

#### **Internal Relationships**

- (i) Human Resources Manager: To liaise in the execution of the HR operational plan, to achieve goals to sustain the organization's values, to report on progress and receive direction, as needed (Weekly);
- (ii) Program Managers: To liaise regarding recruitment, student and volunteer management, onboarding and orientation initiatives (Weekly);
- (iii) Program Supervisors; To liaise regarding recruitment, student and volunteer management, onboarding and orientation initiatives (Weekly);
- (iv) Finance Department: To provide and receive updates regarding staffing (Weekly).
- (v) Employees: To answer questions and follow internal recruitment and onboarding/ offboarding processes.

#### **External Relationships**

- (i) Job Applicants, References: to establish and maintain positive working relationships, to position the organization positively, and to coordinate the placement of employees within the organization (Daily);
- (ii) Volunteers: To coordinate the volunteers and establish and maintain positive working relationships (Monthly);
- (iii) Community Partners / Schools / Job Boards: to establish and maintain positive working relationship and partnerships (Monthly).

### SECTION NINE: EMPLOYMENT CONDITIONS

Specific employment conditions of the Talent Acquisition Specialist include the following:

- (i) Satisfactory Police Reference Check for the Vulnerable Sector; and
- (ii) A Valid Ontario Driver's License, Insurance and Reliable Transportation.

*This job profile provides an overview of the minimum requirements of the position and does not include all of the duties inherent, included or associated with the job or with the performance of the job. The Leadership Team reserves the right to make changes to the job profile as it sees fit to meet the needs of the organization.*