

Job Posting

Position:	Recruitment & Onboarding Specialist	Job Status:	Permanent Full Time (hybrid, 1-2 days in the office as needed)
Hours of Work:	9am-5pm	Reports to:	Director, People & Culture
Location:	Belleville	Compensation:	\$59,512 - \$69,104
Date Posted:	December 23, 2024	Union/Non-union:	Non Union
Closing Date:	Open until filled	Competition #:	2024-094

ABOUT US:

The Canadian Mental Health Association Hastings Prince Edward (CMHA HPE) provides a wide range of services and programs to support individuals aged 16 and older in achieving their mental health and addiction recovery goals. Committed to promoting mental wellness and resilience, CMHA HPE offers crisis intervention, addiction services, and mental health support, ensuring everyone in the community has access to the resources they need to feel well. By fostering inclusive and supportive environments, CMHA HPE empowers individuals to lead fulfilling and healthy lives. For more information, visit [CMHA HPE](#).

POSITION SUMMARY:

We are seeking a Recruitment and Onboarding Specialist to join our team and play a pivotal role in shaping the future of our organization. As the first point of contact for new talent, you will lead full-cycle recruitment and deliver an inclusive and seamless onboarding experience that embodies our organization's values.

In this role, you will develop and implement innovative strategies to attract top talent, collaborate with hiring managers to meet workforce needs, and create onboarding programs that ensure new employees feel supported and engaged from day one. Your work will align with employment legislation, collective agreements, and organizational policies, making a significant impact on our mission and fostering a workplace culture of inclusion and excellence.

This position is perfect for a self-motivated professional with a strong commitment to IDEA principles, exceptional interpersonal skills, and a passion for enhancing the employee experience. If you thrive in a fast-paced environment and are ready to lead our talent acquisition and onboarding initiatives, we'd love to hear from you!

DUTIES, QUALIFICATIONS & EXPERIENCE:

Responsibilities and Duties:

- Lead the full-cycle recruitment process, including job posting, candidate screening, interviews, selection, and offer management.
- Collaborate with hiring managers to define role requirements and develop effective recruitment strategies.
- Design and implement an inclusive onboarding process to ensure a smooth transition for new employees.
- Partner with external recruitment platforms, community organizations, and educational institutions to build diverse talent pipelines.
- Maintain accurate and confidential records in the applicant tracking system (ATS) and HRIS platforms.
- Conduct background checks, verify candidate credentials, and manage employment documentation.
- Organize and facilitate comprehensive orientation sessions to align new hires with organizational culture, policies, and expectations.
- Monitor recruitment and onboarding metrics, recommending improvements to enhance effectiveness.
- Ensure compliance with employment legislation, collective agreements, and organizational policies.
- Represent the organization at career fairs, networking events, and community outreach initiatives.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- CHRP designation (or actively pursuing) is preferred.
- Minimum of 3 years of experience in recruitment, onboarding, or related HR functions.

- Experience in a not-for-profit or unionized environment is an asset.

Required Skills:

- Comprehensive understanding of recruitment best practices, onboarding strategies, and IDEA (Inclusion, Diversity, Equity, and Anti-Racism) principles.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams, SharePoint) and familiarity with applicant tracking systems (ATS) and HRIS platforms.
- Exceptional written and verbal communication skills, with the ability to engage and influence diverse stakeholders.
- Strong analytical skills for evaluating recruitment metrics and making data-driven decisions.

Required Abilities:

- Ability to foster positive relationships across all levels of the organization and with external partners.
- Highly organized and detail-oriented, with the ability to manage multiple priorities and deadlines effectively.
- Strong commitment to creating an inclusive workplace culture and delivering a positive candidate experience.
- Problem-solving skills with the ability to identify and mitigate risks in recruitment and onboarding processes.
- Capacity to travel occasionally for career fairs, networking events, or meetings at various locations.

BENEFITS AND PERKS:

At the Canadian Mental Health Association HPE, we prioritize the well-being and professional growth of our employees. We offer a comprehensive benefits package that includes health, dental, and vision insurance, a generous paid time off policy, and an employer-matched pension plan through HOOPP. Our team members enjoy flexible work arrangements to support a healthy work-life balance, ongoing professional development opportunities, and access to wellness programs and resources. Additionally, we provide a supportive and inclusive work environment that values diversity and fosters a culture of collaboration and respect. Join us and be part of a community dedicated to making a meaningful impact on mental health and well-being.

HOW TO APPLY:

Please submit a resume and cover letter to careers@cmhahpe.ca

ACCESSIBILITY STATEMENT:

The Canadian Mental Health Association HPE is committed to creating an inclusive and accessible workplace for all employees. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), we strive to ensure that our recruitment and hiring processes are barrier-free and provide accommodations for candidates with disabilities. If you require an accommodation at any stage of the recruitment process, please inform us and we will work with you to meet your needs. We are dedicated to fostering an environment that respects and values the diversity of our team and the communities we serve.