TNG Community Services

CENTRAL NEIGHBOURHOOD HOUSE
NEIGHBOURHOOD LINK
ST. STEPHEN'S COMMUNITY HOUSE

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The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY Job# TNG2026-164

POSITION TITLE: Human Resources Generalist	
DEPARTMENT: Human Resources	**STATUS:** Contract Full-Time, Non-Bargaining Unit
# HRS / WEEK: 35	**CONTRACT DATES:** November 1, 2026 to November 1, 2027 or until the return of the incumbent
REPORT TO: Senior Manager, Human Resources	**ANNUAL SALARY:** $71,132.00 / ($39.08/hr)
POSTING DATE: posted until filled	

GENERAL DESCRIPTION: The HR Generalist reports to the Senior Manager HR and provides support to general department functions. This is a dynamic role whereby the incumbent is responsible for administering and supporting all major HR functions, including but not limited to Recruitment and Onboarding, Health & Safety, Labor Relations, Employee Relations, Job Evaluation, data management, HRIS, and HR metrics. The Generalist will work closely with the other Generalists and will provide support to TNGCS program teams, providing the highest possible level of customer service. The HR Generalist will be actively involved in all activities related to the life cycle of TNGCS employees, including performance management, compensation and benefits, absence management, return to work (RTW), training, communication, etc. The incumbent is expected to foster a respectful and positive relationship with the Union and all staff, as a representative of the HR Department and of TNGCS's Mission and Values, and to support TNGCS's commitment to decent work, equity, diversity, and inclusion.

MAJOR DUTIES:

- Participate in and support the recruitment, onboarding, and orientation process
- Provide information and respond to questions related to employee and labour relations in accordance with the Collective Agreement and TNGCS policy. Draft and issue HR communications to staff and the union
- Handle employee requests for information with the highest level of confidentiality and customer service
- Review and update HR employee data in HRIS, ensuring accuracy; participate in all data integrity initiatives
- Support H & S initiatives
- Ensure employee files are in compliance with all policies, procedures, regulations, and mandates.
- Initiate, plan and implement various department special projects. Provide support, feedback, research, data management, reporting, etc. as required
- Resolve basic payroll, compensation, benefits/pension, absence management, and performance management concerns
- Other duties as assigned.

REQUIREMENTS & QUALIFICATIONS:

- Bachelor's Degree in a relevant field (Business Administration, HR, etc.) preferred or equivalent combination of experience and education.
- CHRP designation or equivalent, achieved or in progress.
- Minimum 3 years of HR experience.
- Experience working in a unionized, social service organization an asset.
- Experience in key HR functions, including Recruitment and Onboarding, H & S, Labor Relations, Employee Relations, Job Evaluation, data management, HR reporting, performance management, compensation and benefits, absence management, and training.
- Strong written and verbal communication skills.
- Experience working with HR Information Systems (HRIS) and report writing preferred; experience with Workforce Now an asset.
- Excellent computer skills and proficient in MS Office Suite as well as email, internet, and cloud-based software.
- Working knowledge of legislation governing employment.
- Demonstrated tact and sound professional judgment when responding to matters concerning sensitive information.
- Ability to organize, prioritize and manage required daily activities in a professional and confidential manner.
- Attention to detail and accuracy.
- Ability to deliver HR support aligned with values of decent work, equity, diversity, and inclusion.
- Ability to speak a language reflective of TNGCS's employee population is an asset.

To apply, submit your resume with "TNG2026-164" in the subject line of your email to: careers@tngcs.org

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colour, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement. This posting is for an existing vacancy.