



June 2026

Job Posting

1 Full-Time, One year contract position (37.5 hours/week)

Position: People and Culture Generalist

Reports to: Director of Operations

Location: Hybrid – Remote work & on location in Richmond Hill, and satellite locations on an as needed, basis.

Organizational Alignment

This key position will support the following Strategic Goals:

- Sustainable Growth
- Operational Excellence
- Reconciliation Equity & Inclusion

Introduction to Krasman Centre

Incorporated in 1998, Krasman Centre is a community based mental health and addiction Consumer/Survivor Initiative serving York Region, north Toronto and South Simcoe County. All our staff and volunteers are individuals with direct lived experience, of mental health and/or substance use challenges and/or as family members/caregivers. We offer a wide range of peer-support based programs and services including:

- Peer Support Drop-In Centres
- 24/7 Warm Line and Peer Crisis Support Service
- Mobile Peer Support Outreach
- Family Support Program
- Peer Support training programs
- Peer Navigators embedded in hospital Emergency Departments
- Peer Supporters in Withdrawal Management Programs and RAAM clinics

More information about Krasman Centre can be found here: www.krasmancentre.com

Peer Support is a respectful relationship between the Peer Supporter and the individual that promotes empowerment, trust and mutuality and supports individuals to make changes and decisions to address their current level of distress and enhance their recovery and wellness. Peer Support uses recovery-oriented principles with individuals to help combat stigma, raise self-esteem, improve self-concept and instill hope.

Peer Supporters have direct lived experience with mental health / substance use challenges, have gone through a process of recovery and have obtained peer support related training to assist others with similar lived experiences. The Peer Supporter defines, models, and mentors recovery values, attitudes, beliefs, and personal actions in order to encourage wellness and resilience. Activities of peer support promote self-directed recovery by emphasizing the person, rather than the identified mental health, substance use/addiction challenge.

Position Description:

People and Culture Generalist acts as the primary HR point of contact, handling full-cycle recruitment, onboarding, employee relations, compliance with provincial employment standards, and performance management. They foster a mission-aligned, inclusive culture for the organization.

Duties:

- Support people and culture functions across the organization
- Ensure compliance with best practices, provide guidance to leadership and staff and contribute to a positive work culture
- Support employee relations, recruitment, policy development and people and culture initiatives to enhance staff engagement
- Manage end-to-end recruitment, including job postings, screening, interviews and onboarding
- Provide guidance on performance management, progressive discipline and policy interpretation
- Maintain accurate and confidential employee records and documentation
- Volunteer and Co-Op Student Coordination/training
- Support workplace accommodation requests and leave management processes
- Prepare reports and ensure compliance with legislative requirements
- Administer benefit plans
- Maintain knowledge of trends, best practices, regulatory changes and new technologies in people and culture, talent management and employment law
- Support employee issues including workplace complaints and conflict including guiding fact-finding investigations and restorative meetings
- Advance equity-centered practices and supporting organizational mission
- Other duties as assigned

Qualifications

- Personal lived experience with mental health and/or substance use recovery
- 1-3 years of work experience in human resources or people and culture roles, specifically within the non-profit sector, is a strong asset
- Education or an equivalent combination of training and experience in human resources or a related field
- Knowledge of Employment Standards Act, Human Rights Code, Occupational Health and Safety Act and Accessibility for Ontarians with Disabilities Act
- Ability to manage employee relations, workplace investigations and conflict resolution, disability management, leaves and benefits administration
- Communication, problem-solving and organizational skills
- Exceptional interpersonal, communication, and organizational skills
- Strong computer / relevant software skills and experience
- Ability to work independently and collaboratively
- CHRP designation (in progress or completed) is a strong asset

Peer Support Values:

- Hope and recovery – acknowledging the power of hope and the positive impact that comes from a recovery approach.
- Self-determination – believing that each person intrinsically knows which path towards recovery is most suitable for them and their needs, noting that it is the peer's choice whether to become involved in a peer support relationship.
- Empathetic and equal relationships – noting that the peer support relationship and all involved can benefit from the reciprocity and better understanding that comes from a similar lived experience.
- Dignity, respect and social inclusion – acknowledging the intrinsic worth of all individuals, whatever their background, preferences or situation.
- Integrity, authenticity and trust – noting that confidentiality, reliability and ethical behaviour are honoured in each and every interaction.
- Health and wellness – acknowledging all aspects of a healthy and full life.
- Lifelong learning and personal growth – acknowledging the value of learning, changing and developing new perspectives for all individuals

Occupational Health & Safety

All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others. All employees are expected to learn, understand and adhere to health and safety policies and procedures.

Physical requirements of this job include but are not limited to sitting or standing, potentially for long periods of time, using technology (computer/ phone screens), occasional lifting/transporting of equipment (less than 50lbs).

Schedule/Working Conditions:

- 5 days (37.5 hours) per week, with some evenings and weekends
- Full-time one-year contract position, potential for renewal pending funding.
- Pay: \$46,800 - \$48,750
- Vacation and personal time off available in accordance with our employee manual
- Hybrid – Remote work & on location in Richmond Hill, and satellite locations on an as needed, basis.

HOW TO APPLY

Applicants should send a cover letter and resume outlining in detail how they meet the specific requirements for the position to the Hiring Committee: info@krasmancentre.com

Please type: **“Application: People and Culture Generalist”** in the subject line of your email

While we sincerely appreciate all applications, only those candidates selected for interviews will be contacted.

This posting will remain open until filled.

Krasman Centre is a progressive work environment committed to employment equity, and promotion of diversity in the workplace. Those who would contribute to the further diversification of the organization are welcome to apply and include, but are not limited to, members of racialized, immigrant, indigenous and LGBTQ2S+ communities, and people with disabilities.

*Accommodations are available on request for candidates taking part in all aspects of the selection process as per the Ontario Human Rights Code. If you require assistance with the application process or wish to receive this posting in an alternate format, please contact us: General email address: info@krasmancentre.com
Toll free phone: 1-888-780-0724.*