



Scarborough Centre for Healthy Communities (SCHC) is dedicated to providing accessible, equitable, and transformational health and social service choices for the well-being of Scarborough's diverse communities. We cultivate vital community services by promoting healthy lifestyles while delivering a comprehensive range of culturally competent health and social services programming. Our I2CARE values ensures that we, as a work community, treat all with, inclusivity, innovation, collaboration, accessibility respect and equity.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve.

We are currently looking to hire a:

Recruitment Specialist

1 – Full Time, 12-Months Contract (35 hours/week)

Reporting To: Director, Human Resources and Payroll

Purpose:

The Recruitment Specialist will lead the end-to-end talent acquisition lifecycle, focusing on both high-volume staffing and the strategic placement of specialized healthcare and administrative professionals. This role is responsible for executing a focused, multi-channel recruitment strategy to meet organizational hiring targets aiming for approximately 50 new hires within established timelines.

As the central hub for talent acquisition, the Recruitment Specialist will serve as the primary point of contact for all stakeholders, optimizing hiring workflows and ensuring a steady pipeline of mission-aligned talent to support community health initiatives.

Key Areas of Responsibility:

Primary Liaison & Coordination

- Serve as the single point of contact for external recruitment partners and agencies, ensuring they are briefed on the organization's equity, diversity, and community health mission.
- Act as the lead advisor to Hiring Managers throughout the recruitment process, from finalizing role priorities to successfully closing candidates.
- Manage candidate screening and shortlisting across all active channels to ensure a high-quality talent pool.
- Oversee the logistics of the hiring process, including scheduling interviews and managing all candidate communications.

Strategic Talent Sourcing & Planning



- Execute a multi-channel sourcing strategy to attract active and passive candidates through professional platforms, academic partnerships, and community networks.
- Lead recruitment for critical clinical roles, including Nurse Practitioners, Social Workers, and other specialized healthcare providers.
- Establish formal partnerships with local colleges and universities to build student-to-employment pipelines.
- Drive outreach initiatives for internationally educated professionals (IEPs) through dedicated bridging and integration partnerships.

Operational Excellence & Branding

- Ensure a streamlined hiring process by facilitating timely interviews and expediting the offer process to maintain competitiveness.
- Collaborate with the Communications team to enhance employer branding, highlighting community impact and the collaborative care model.
- Promote and track the internal Employee Referral Program, prioritizing high-demand clinical roles.
- Coordinate organization-specific job fairs and participate in local community hiring events.

Performance Tracking & Governance

- Maintain a recruitment dashboard to monitor key performance indicators (KPIs) such as time-to-fill, application volume, and progress versus monthly targets.
- Facilitate a structured cadence of meetings, including weekly HR check-ins and bi-weekly leadership reviews.
- Conduct strategy retrospectives at key intervals to adjust sourcing tactics and resolve blockers.

Educational, Experiential and Professional Qualifications:

- Degree or Diploma in Human Resources Management, Business Administration, or a related field; CHRP/CHRL designation is an asset.
- Significant experience in full-cycle recruitment management, preferably within the Ontario healthcare or non-profit sectors.
- Proficiency in Applicant Tracking Systems (ATS), professional networking platforms, and data reporting tools.
- Understanding of the Ontario healthcare landscape and professional regulatory requirements.
- Strong leadership and coordination skills with a commitment to equity, diversity, and mission-driven service.

Remuneration: \$25-\$33/hour

Please apply in confidence to HR: recruitment@schcontario.ca

Note: Please quote **RS-CHC** in the subject line.



This is an Existing Vacancy.

We would like to thank all applicants; only those invited to interviews will be contacted.

If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must be legal to work in Canada. You will also be required to undertake a Vulnerable Sector Screening with Police Services. Only applicants selected for interviews will be contacted.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. SCHC will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

For more information about our programs and services, please visit our website at www.schcontario.ca

Find us on Social Media: Facebook – Twitter - Linked In – You Tube