



**The Children's Aid Society of Haldimand & Norfolk**  
*has an opening for a*

**HUMAN RESOURCES MANAGER**  
**(1 Contract up to 24 months)**

The Human Resources Manager ensures the provision of human resources services for the Society in accordance with the Collective Agreement, pertinent legislation and Society policies and procedures. The incumbent manages human resources functions including, but not limited to, labour relations, staffing, employment, recruitment, compensation and benefits, time and attendance functions, personnel records, policy formation and implementation and health and safety.

**Qualifications/Skills/Experience:**

- Personal integrity and initiative
- Knowledge and understanding of applicable employment and labour laws, regulations and standards including, but not limited to, the Employment Standards Act, the Labour Relations Act, the Human Rights Code, and the Pay Equity Act
- Employee development and performance management skills
- Ability to foster a cooperative work environment
- Proven management, leadership, and planning abilities
- Superior communication skills to establish and maintain effective communication with agency staff, the Board of Directors, collaterals, colleagues and community organizations
- Ability to exercise discretion and tact in the processing of documents and information of a confidential and sensitive nature
- Demonstrated research, analytical, and conceptual abilities
- Excellent mediation, negotiation, organizational and interpersonal skills
- Ability to develop and recommend effective well-written policies and procedures
- Ability to resolve difficult and contentious matters pertaining to staff issues
- Ability to exhibit sound, consistent judgement and use authority appropriately
- Computer literacy and keyboarding skills
- University degree or college diploma in Human Resources Management or a related discipline, for example, business, or other qualifications deemed acceptable by the Executive Director
- Certified Human Resources Professional (CHRP) designation.
- Membership in or eligibility for membership in the Human Resources Professionals Association (HRPA)
- Five (5) years' experience in human resources management and labour relations
- Available vehicle and valid Ontario driver's licence

**Salary:** In accordance with the Human Resources Manager salary scale

The Children's Aid Society of Haldimand and Norfolk is committed to anti-oppressive values of equity, inclusion and respect. We value a diverse workforce and encourage applications from qualified individuals with varied backgrounds. We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs. We thank all applicants; however, only those considered for interviews will be contacted.

**Apply in confidence to:** Bernadette Gallagher, Executive Director  
The Children's Aid Society of Haldimand & Norfolk  
70 Town Centre Drive  
Townsend ON N0A 1S0  
FAX (519) 587-5598  
E-mail: [Renee.Smith@cashn.on.ca](mailto:Renee.Smith@cashn.on.ca)

**Closing Date:** Tuesday, July 5, 2016