



KUNUWANIMANO CHILD AND FAMILY SERVICES

Kunuwanimano Child and Family Services is a not-for-profit child and family services agency offering services in a holistic manner to strengthen children and families in their own communities in the context of their unique cultural heritage.

Human Resources Manager

COMPETITION:	18-29	LOCATION:	Timmins, ON
STATUS:	Full Time — 35 hours per week	CLOSING DATE:	July 25, 2018
SALARY:	\$ 71,380 – \$ 92,051 per annum		

JOB SUMMARY: Reporting to the Director of Finance & Administration, the Human Resources Manager is accountable for the provision of strategic and operational human resource leadership and the delivery of comprehensive human resource programs and services to the Agency.

REQUIRED QUALIFICATIONS:

- Post-secondary degree or diploma in Human Resources, CHRP preferred;
- Five (5) years Generalist experience within Human Resources, with the last 3 years at a management level;
- Commitment to understanding and supporting our service delivery model and organizational and service policies;
- Ensures compliance with legislative requirements, but not limited to the *Ontario Labour Code, Employment Standards Act 2000, Occupational Health & Safety, Pay Equity, and Pension Act*;
- Demonstrate the ability to organize and prioritize a variety of competing and urgent demands;
- Excellent analytical, problem solving, negotiating, consensus building, conflict resolution and decision making skills;
- Ability to work independently and a willingness to work flexible hours and to travel;
- Must possess a valid “G” Ontario driver’s license;
- Ability to speak a Native language will be considered a major asset.

KEY RESPONSIBILITIES:

- Builds and maintains a strong human resource vision which is in alignment with the mission, vision, values and strategic directions of the agency;
- Plan, prioritize, assign, supervise and review the work of the Human Resource Generalist and Training
 - Under the direction of the Executive Director, prepared draft proposals and participates in the negotiation of collective agreements, bargaining strategies, as well as responding to grievances and other labour related matters
- Ensures the development of innovative and progressive human resource services, programs and practices
- Ensures the delivery of comprehensive human resource services relative to: human resource planning, organizational development, recruitment and selection, compensation and benefits, human resource information systems, performance management, training and development, leadership development, employee relations, health and safety and equity and diversity;
- Develops a human resource plan for the agency in consultation with the Executive Director and members of the senior management team in relation to staffing, compensation, employee relations, health and safety, training and recognition;
- Provides guidance and direction to managers on a wide range of employee issues, including corrective action and terminations and ensures the existence of effective and flexible dispute resolution processes;
- Develops and implements effective performance appraisal, recognition and reward programs that support high standards of performance, succession planning and leadership development opportunities and employee retention;

We offer competitive compensation and benefits, OMERS pension and opportunities for professional development.

Please refer to our website: www.kunuwanimano.com for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume, and submit by email to HR@kunuwanimano.com or by mail to:

Kunuwanimano Child and Family Services
Attn: Human Resources,
38 Pine St N, Unit 120,
Timmins, ON P4N 6K6

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process. Please note that preference will be given to qualified First Nations and Aboriginal applicants. Please self-identify.

Thank you for your interest in our Agency. Only those considered for an interview will be contacted.