



## **Our Mission**

Families and Communities Keeping Children and Youth Safe, Nurtured and Strong

## **The Agency**

We are a progressive multi-service child welfare agency committed to service excellence in the provision of child protection, youth justice and early intervention services. Located in the Near North we provide the opportunity to combine the career and lifestyle of your choice.

## **Position Available – Human Resources Coordinator**

North Bay, ON

The HR Coordinator reports directly to the Executive Director and is part of a team that responds to the various HR and LR needs of the organization including but not limited to recruitment, benefit administration, employee relations management, health and safety, and the administration of HR programs that reflect best practice and respond to legislative requirements.

### **Key Accountabilities:**

- Provide day to day HR support to employees and management regarding employee relations issues, employee communications, and policy
- Participate in the resolution of labour relations issues
- Participate in the development of employee accommodation programs
- Prepare and maintain HR related policies and procedures
- Respond to HR related legislative requirements including but not limited to health and safety
- Coordinate and participate in the recruitment and selection process
- Accurately maintain the HRIS and other software programs
- Provide various HR support functions as required

### **Qualifications:**

- Post-secondary education in Human Resources, Business Administration, Labour Relations, or related field
- CHRL designation preferred
- 2 or more years related experience working in a unionized environment
- 2 or more years work experience in Labour Relations
- Experience working with HR Information Systems, Workforce Now preferred
- Proven ability working with Microsoft Excel and Microsoft Word at an intermediate level
- Knowledge of ESA, Human Rights, Health and Safety and other related legislation
- Ability to prioritize and execute multiple tasks
- Analytical and problem solving skills
- Ability to interpret and implement Collective Agreements
- Excellent communication skills both written and spoken
- Bilingualism, English and French preferred

**General Skills and Attributes:**

- Demonstrated understanding and commitment to quality service and best practice.
- Ability to think critically within a crisis driven environment.
- Demonstrated knowledge, skills and abilities to work effectively with diverse communities.
- Demonstrated ability to analyze information, problem-solve and be solution focused.
- Self-directed with a solid ability to organize, plan, prioritize and multi-task.
- Excellent written and oral communication skills.

**Salary:** \$67,146 - \$81,333

**Qualified applicants are asked to forward a detailed résumé and cover letter by November 2, 2018 to:**

**Human Resources**  
[hr.information@parnipcass.org](mailto:hr.information@parnipcass.org)

**We appreciate your interest; however only those selected for an interview will be contacted.**

The Children's Aid Society of the District of Nipissing and Parry Sound is dedicated to building a workforce that reflects the diversity of the communities in which we live and serve. The Society encourages applicants from all qualified individuals. PARNIPCAS is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)* and the Ontario Human Rights Code

The Children's Aid Society for Nipissing and Parry Sound is an equal opportunity employer.