



## CAREER OPPORTUNITY

*Guided by Catholic values and teachings we serve and offer bilingual (English/French) services to children, youth and families within the Hamilton community to protect their safety and well-being, strengthening families and nurture lifelong relationships.*

Catholic Children's Aid Society of Hamilton seeks interested and qualified applicants for:

Manager – Human Resources  
Full- time (Contract – 2 years)

### **Qualifications**

- Bachelor degree in related discipline, or sufficient related experience.
- CHRP or CHRL designation,
- 5 or more years, with progressively more responsible leadership experience in an HR role within a unionized environment,
- Fluent knowledge of employment legislation and regulations,
- Previous experience in coaching, supervising staff, budget management, project management, program planning and development,
- Superior negotiating skills; excellent interpersonal skills to represent Society in contentious situations,
- Strong planning, time-management, multi-tasking and organizational skills,
- Ability to handle pressure in a fast paced, changing environment,
- Bilingual French/English is an asset,
- Knowledge and commitment to anti-oppressive/anti-racist philosophy,
- Computer literate with demonstrated proficiency in Microsoft office and proprietary child welfare systems and programs,
- Able to affirm and integrate in the delivery of services the Society values which reflect the Agency's Catholic faith, heritage, culture and traditions,
- Bondable with acceptable police clearance, and satisfactory provincial records search,
- Valid Ontario Driver's license and acceptable drivers abstract.

### **Key Responsibilities**

- Provide strategic leadership and expert advice to the Executive Director, Senior Leadership Team and frontline management in the exercise of their responsibility for effective human resource management,
- Arrange for, and if required, participate in the orientation of new staff,
- Advise supervisors on disciplinary procedures and, as requested, participate in disciplinary interviews,
- Provide direct supervision to 3 staff,
- Ensure staff are in compliance with Society Health and Safety policies; the Occupational Health and Safety Act and its regulations; and WHMIS,
- Serve as central reference source for interpretation of Collective Agreement,
- Responsible for all Labour Management activities,
- Monitor and address the impact of employment legislation (e.g. Pay Equity, Employment Standards Act, Human rights Code, WSIB, Labour Relations Act, and Employment Equity) and ensures agency compliance,

- Oversee implementation and maintenance of Pay Equity process for all staff,
- Direct the initiation, development and implementation of Society wide human resource related policies, standards, procedures and guidelines consistent with relevant statutes, progressive practices and which are fair to Society staff and to potential applicants using principles of equity as a framework,
- Provide consultation with any staff regarding their individual concerns pertaining to the human resource and labour relations functions,
- Providing formal human resource presentations and recommendations to the Board of Directors as appropriate,
- Providing input into the development of Society goals, objectives, policies and future directions as a member of the Society's Senior Leadership Team,
- Representing the Society and its human resource interests at community, agency and inter-agency meetings, committees and special events,
- The authority to employ, terminate and promote and discipline staff under their jurisdiction in accordance with the Collective Agreement,
- Performs any other duties that may be assigned by the Executive Director,
- Ability to work as an integral member of a Management team,
- Actively participate in community leadership tables that support partnerships,
- Comply with Health and Safety policies and the Ontario Health & Safety Act,
- Committed to anti-oppression values of justice, equity, respect of the beliefs and traditions of others.

**We offer attractive benefits, with experience based remuneration.**

Please apply in writing or e-mail to the attention of: [rocco.gizzarelli@hamiltonccas.on.ca](mailto:rocco.gizzarelli@hamiltonccas.on.ca) or 735 King Street East Hamilton, ON L8M 1A1

*We are an equal opportunity employer and are committed to building an inclusive process that respects the dignity and independence of people with disabilities.*

*If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources at 905-525-2012 ext. 3377.*