



## CAREER OPPORTUNITY – HUMAN RESOURCES GENERALIST

**Job Posting: 2019-15**

**Regular Full-Time**

**Salary Range \$64,474 - \$82,471**

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

We are currently seeking a knowledgeable **Human Resources Generalist** to join our team in Hamilton to effectively manage the agency's human resources requirements. Reporting directly to the Manager of Human Resources, the ideal candidate must possess exceptional skills and experience in recruitment, retention, training, infoHR administration, labor relations, H&S and policy management.

### **Qualifications:**

- University degree or equivalent with a CHRP designation
- 5-7 years' of progressive related experience in a Human Resources generalist
- Certified Human Resources Professional (CHRP), or currently enrolled
- Strong track record of accuracy and attention to detail in drafting various HR documents
- Proactive, analytical and service-oriented
- Excellent communication skills, both verbal and written
- Experience working with relevant legislation, including the Employment Standards Act, the Human Rights Code, the Employment Equity Act, the Pay Equity Act, and the Occupational Health & Safety Act
- Excellent interpersonal skills with the ability to deal effectively with individuals, groups and external agencies
- Certificate in Health and Safety will be considered as an asset
- Change management experience will be considered as an asset
- Demonstrates a commitment to, and work ethic in leadership and role models behaviours that demonstrates the Mission and Vision of the Catholic Children's Aid Society
- Computer literate with demonstrated proficiency in Microsoft office and human resource systems and programs
- Bilingual French/English is an asset

### **Duties:**

- Provide project, administrative and back-up support to the Human Resource Manager
- Provide advice and coaching to management on HR related areas, and employee relations issues; including attendance management and conflict management

- Coordinate recruitment and selection process for the organization, including screening candidates, conducting interviews, contacting references, and orientation
- Coordinate and facilitates the onboarding programs, oversight of new hire onboarding, and oversight new employee integration over the probationary period
- Lead the talent management programs, including performance review cycle tracking, individual development plans, and succession planning
- Strive to maintain a strong proactive, trusted relationships with all the employees
- Provide direction, support, and coaching, to various levels of management and employees on Health & Safety compliance matters. Participates in Health & Safety Committee meetings
- Responsible for all HR database functions, and time and attendance
- Manages all sick leave claims
- Supervises administrative personnel
- Maintains human resources personnel files
- Participates in and attends various community, regional and child welfare human resources forums/networking and planning groups

**Reporting to:** Human Resources Manager

**Employment Terms & Hours of Work:** Full-time (35 hrs/week)

**Position:** Non- union

**Starting Date:** As soon as possible

**Posting Date:** August 14, 2019

**Closing Date:** August 21, 2019

Apply in writing by submitting an updated resume and your current training record to:  
[hr@hamiltonccas.on.ca](mailto:hr@hamiltonccas.on.ca)

*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.*