



**The Children's Aid Society of the District of Thunder Bay**  
*Caring for children...a community responsibility*

**Human Resources Officer**

**Full-time, Contract – Up to 18 Months (33.75 hours/week)**

**Anticipated Start Date: Late Spring/Early Summer**

CAS Thunder Bay is a progressive child welfare agency that operates from an anti-oppressive framework to ensure child safety, well-being and permanence. The Human Resources Officer provides professional leadership to support organizational priorities and desired culture. Reporting to the Assistant Director of Human Resources, responsibilities include: H.R related policy development, application and analysis; all aspects of recruitment, selection and orientation; health and safety management; disability and WSIB claims management.

Preference will be given to candidates with the following qualifications:

- Post-secondary degree in Human Resources Management or Business with a focus in Human Resources. Applicants with a diploma in Human Resources may be considered if the applicant possesses a degree in another area of study, or is in the process of obtaining a degree
- Certified Human Resources Professional (CHRP) Designation obtained or in process
- Commitment to achieve Certified Human Resources Leader (CHRL) designation
- Minimum 3 years of Human Resources experience with a generalist focus
- Experience in non-profit organizations and/or unionized settings considered assets
- An understanding of, and commitment to, anti-oppression values and principles
- Highly developed organizational and prioritization skills
- Excellent judgment and tact to address a range of issues and to problem-solve
- Strong computer skills with experience in all Microsoft Office applications, especially in Excel
- Criminal Records Check satisfactory to the employer required upon conditional offer of employment
- Contribute to a culture of diversity, equity and inclusion with a commitment to the elimination of disparity and disproportionality in service outcomes.

**CLOSING DATE: April 14<sup>th</sup>, 2021 at 5:00 pm**

The preferred method of application is to submit a cover letter and resume on-line at [www.thunderbaycas.ca](http://www.thunderbaycas.ca) "Career Opportunities". Individuals may also submit directly to: Amy Wrigley, Assistant Director of Human Resources, The Children's Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7

*TBCAS 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.*

*We thank all applicants; however only those considered for an interview will be contacted.*