



THE CHILDREN'S AID SOCIETY OF OTTAWA
LA SOCIÉTÉ DE L'AIDE À L'ENFANCE D'OTTAWA

PERMANENT – HUMAN RESOURCES BUSINESS PARTNER

The Children's Aid Society of Ottawa (CASO) is committed to building a skilled workforce that reflects the population of Ottawa as well as the diverse communities we serve. This position has been identified as an opportunity under CASO's Equity Hiring Initiative (EHI) in accordance with S.14 of the Ontario Human Rights Code. As such, we are currently inviting qualified candidates who self-identify as a member of the following under-represented group to apply:

Indigenous Persons

Please note that only applicants who self-identify as an Indigenous Person will be considered. Click [here](#) for full details on CASO's Equity Hiring Initiative.

There is an over-representation of First Nations, Inuit and Métis children, youth and families in the child welfare system. As an HR department, our role is to support employees in providing services that are equitable and inclusive for our children, youth, families, and communities. To change how we work, we need to change who we are and how we make decisions. Our goal is to ensure that our CASO staff at all levels and functions of the organization reflect the communities we serve. As such, we are searching for Indigenous candidates who are interested in joining our Human Resources team.

Our Commitment to Equity, Diversity and Inclusion

The Children's Aid Society of Ottawa (CASO) is committed to removing systemic barriers in support of moving towards more equitable hiring practices. CASO takes pride in the fact that our workforce is comprised of a diverse group of employees and serve a diverse population of clients.

We are committed to anti-racism and anti-oppression. Increasing representation is vital in order to provide the best possible service to the children, youth and families in our community. It is therefore important that we commit to providing a healthy work environment free of oppression for all staff. The Society recognizes the inherent dignity and worth of every employee and is committed to providing equal rights and opportunities without discrimination.

The Position:

The Human Resources Business Partner is responsible for developing; implementing and maintaining efficient and effective programs that align with Society goals, objectives and strategies. The Human Resources Business Partner provides consultation services to all levels of management and staff on the full spectrum of HR functions including; equity, diversity and inclusion, strategic staffing & retention, project support, compensation and benefits, employee wellness and recognition, and employee performance development and support strategies. They will be assigned to specific teams/POD's in order to support relationship building with internal clients and ensure a "one stop shop" throughout the employee life cycle for all HR related needs.

What you'll be responsible for:

- Providing advice and effective recommendations to departmental Managers and Supervisors on the application and administration of various human resource programs;
- Implementing and maintaining new and existing HR programs/initiatives and best practices that ensure effective service to various client groups.
- Providing guidance and support to management and employees to ensure compliance with the Society's policies and all applicable legislation;
- Providing guidance and support around the retention and succession planning for their assigned teams
- Assisting in the interpretation and application of Collective Agreement administration and non-union Terms of Reference;
- Assisting in the provision of human resources services including but not limited to; Managing the internal and external recruitment and selection process for all levels of positions, managing the disability management process, providing project management coordination, support and expertise for various HR organizational initiatives;
- Promoting an inclusive workplace by keeping equity, diversity and inclusion at the forefront of all HR programs and playing a key role in supporting all employees in engaging in open discussion around equity, diversity, and inclusion;
- Promoting a positive workplace by advising managers and supervisors on effective employee relation's strategies.

What you'll bring to the table:

- B.A. in Business Administration or related field;
- Certified Human Resources Leader (C.H.R.L.) designation preferred;
- Five years' experience in various functional areas of Human Resources within a unionized environment;
- Advanced Knowledge and experience working with a variety of computer applications including MS Office Suite, and Human Resources Information Systems
- Demonstrated abilities and knowledge to work within the parameters of employment legislation and Collective Agreements;
- Demonstrated knowledge and understanding of the culture, history and current oppressions experienced by people related to gender identity, gender expression and sexual orientation faced within the 2SLGBTQIA+ communities.
- Demonstrated knowledge and understanding of the culture, history and current oppressions experienced by Indigenous peoples and racialized communities.
- Applies anti-racist, anti-ableist, anti-indigenous racism and anti-2SLGBTQIA+ lenses to social problems.
- Superior oral, written and communication skills;
- Superior analytical and problem-solving skills;
- Exceptional team player with the ability to develop and foster strong relationships with both internal and external clients.

Compensation and Hours of Work:

Annual Salary range is **\$70,378 to 87,579** commensurate with skills and/or experience. We offer a comprehensive benefits package and generous leave provisions such as 4 weeks of vacation after 6 months.

If you are interested in the above opportunity, please apply online at <https://www.casott.on.ca/en/careers/opportunities/> before **Friday, June 10, 2022**.

We thank all applicants for their interests in the Children's Aid Society of Ottawa. However only qualified candidates who self-identify with one or more of the Under-Represented groups will be considered for this opportunity.

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.