



Children's Aid Society
La Société d'aide à l'enfance
LONDON & MIDDLESEX

HUMAN RESOURCES CONSULTANT

The Children's Aid Society of London and Middlesex has an upcoming vacancy for a 12-month contract position of Human Resources Consultant.

Reporting to the Supervisor of Human Resources, the Human Resources Consultant develops and carries out Human Resources practices and objectives promoting an employee oriented, high-performance culture that emphasizes quality, productivity, and standards. The position requires a high level of customer service provision to all stakeholders including internal staff, external collaterals, and community partners. The Human Resources Consultant coordinates the implementation of services, policies and programs and assists and advises the management team concerning Human Resources best practices.

Responsibilities of the position will focus on all aspects of the Health and Safety program of the Agency as well as providing administrative services in a number of other HR functional areas including: staffing (recruitment, screening, on-boarding and retention), administration of the Collective Agreement (including daily labour relations and availability as a resource person to unionized and management staff alike), management of all aspects of internal job postings/competitions and ensuring compliance with all applicable employment legislation.

Qualifications: The successful candidate will have a university degree with a focus in Human Resources or post-graduate studies at a community college level in Human Resources Management. The candidate must have experience in managing a wide variety of human resource functions, CHRP designation preferred and have a demonstrated knowledge of a variety of computer software (Microsoft Word, Excel, Access, PowerPoint, Outlook, HRIS, Avanti). Strong interpersonal skills are required.

Salary: \$61,507 - \$78,501 (2022-2023)

Relevant experience credit provided. Competitive Benefits package available.

Interested candidates with the required qualifications should submit their application by using the link on our website found at: https://www.caslondon.on.ca/get_to_know_us/careers

The Children's Aid Society of London and Middlesex invites applications from all qualified individuals. CASLM is committed to equity and diversity in the workplace and welcomes applications from women, persons with disabilities, persons of any sexual orientation, members of racialized groups/visible minorities, Indigenous persons, and persons of any gender identity or gender expression.

Mandatory COVID-19 vaccination are a requirement for all staff. CAS Human Resources will require evidence of full vaccination prior to an employee's start date. The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations CAS may have under the Ontario *Human Rights Code*.

We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs. We thank all applicants, however only those considered for interviews will be contacted.

This role will involve a hybrid working arrangement with remote and in-office work.