



## Employment Opportunity

### Human Resources Co-ordinator, Regular Full-time

Non-Union position

#### Reporting To

Lisa Town

#### Salary

\$62,797 - \$78,778

#### About Us

Durham Children's Aid Society has been supporting families and protecting children in our community since 1905. We are responsible for providing child protection services to children and youth under the age of 18, and their families, who live in Durham Region.

We work with families and our community partners to help children grow up safe and healthy. In most instances, we are able to keep children safe in their family home by working with their primary caregivers to address any challenges they may be facing.

Learn more about us at [www.durhamcas.ca](http://www.durhamcas.ca)

#### Our commitment to Diversity

We strive to be an equitable and inclusive employer. Our commitment to equity is grounded in an institution-wide commitment to achieving a working, teaching, and learning environment that is free of discrimination and harassment. We actively seek candidates from First Nations, Métis and Inuit, racialized and 2SLGBTQ+ communities, women, and people with differing abilities (including people who have experienced mental health and substance use challenges).

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code.

#### What we offer

We offer an inclusive work environment. Our office is well situated on Taunton Road and is transit accessible. Most positions are eligible for hybrid work in accordance with our Flexible Work Arrangement policy. We offer a comprehensive and competitive compensation package, including a defined benefits pension plan with the Ontario Municipal Employees Retirement System (OMERS). Learn more at [www.durhamcas.ca/careers](http://www.durhamcas.ca/careers).

#### Position Summary

The Human Resources Co-ordinator is responsible for the support and coordination of employee services pursuant to the collective agreement, policies, and other legislative requirements. The Co-ordinator acts as the first point of contact for all bargaining unit employees in relation to general HR inquiries, as well as manages internal staffing and external full-cycle recruitment, including

onboarding of new employees, and supports the administration of human resources programs, policies, documentation, and events.

## Qualifications

### *EDUCATION AND PROFESSIONAL DESIGNATION:*

Post-secondary diploma or degree in Human Resources or a related field

### *EXPERIENCE:*

One (1) to three (3) years of experience in a similar role

Experience working within a unionized environment is an asset

An equivalent combination of relevant education, experience and training may be considered as appropriate

### *COMPETENCIES:*

Vision and Strategy  
System and Community Leadership  
Strategic Change and Adaptability  
Accountability and Results  
Equitable Outcomes and Practices  
People Management and Development  
Engagement  
Service and Operational Excellence  
Leadership Character and Authenticity

## Other Information

Candidates must undergo and successfully pass a background check before an offer of employment may be made. Proof of education is required.

Please apply through our career's portal through [Careers - Durham Children's Aid Society \(durhamcas.ca\)](https://www.durhamcas.ca/careers).

We thank all applicants for their interest, however, only those selected for an interview will be contacted.