

## English/French Full-time Human Resources Manager

### **Summary of Position**

Community Living-Stormont County is a non-profit charitable organization that provides opportunities and support for adults with a developmental challenge in the Cornwall and surrounding area.

Reporting to the Executive Director the HR Manager will be responsible to manage the day-to-day operations of the Human Resources Department. The Human Resources Manager will cultivate a positive work culture in the organization.

### **Responsibilities**

Recruitment and selection of staff and students process including all necessary hiring information Oversees staff training and provides reports to management and frontline staff Ensuring necessary correspondence and record keeping is maintained for all Human Resources matters. Develops job descriptions and postings in cooperation with the management team Develops, implements and monitors Human Resources and Health and Safety Policies Lead person in Labour Relations. i.e. negotiations, labour/management, Conducts investigations and dispute resolution Oversees the Attendance Management Program Administration of employee benefits and compensation programs Ensuring that all necessary documentation relating to Human Resources meets government compliance regulations Administers the Employee Assistant Program Administers and oversees the Human Resources component of the Comvida data base

### **Qualifications**

Graduate of a post secondary degree/programs in Human Resources Experience in a Management role in a not-for-profit sector Knowledge of working with a Collective Agreement, Employment Standards Act and Ministry of Labour guidelines and legislation Experience working with a unionized setting and participating in negotiations/bargaining Computer knowledge in MS Office, Word, Excel and PowerPoint Outstanding communication and writing skills Valid class G driver's license

### **Salary and Benefits**

Will be based on qualifications and experience We offer competitive salary and benefits package

### **To Apply**

This position is full time, 72 hours bi-weekly Monday to Friday with every second Friday off. If interested in this career opportunity, please send a Cover Letter and Resume to:

Michelle Alguire, Executive Director [m.alguire@clstormont.ca](mailto:m.alguire@clstormont.ca) on or before February 5<sup>th</sup>, 2024

Starting date can be negotiated.

Only selected candidates will be contacted for an interview.

*Equity, diversity, and inclusion (EDI) is a key priority, and we actively strive to build a culture of inclusion where employees can be their authentic selves and are valued for their diverse experiences and perspectives. We welcome and encourage candidates from diverse backgrounds and a variety of lived experiences to apply.*