

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 group benefits

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/program in Human Resources or an equivalent combination of education, training and experience.
- Certified Human Resources Professional
- A minimum of 5 years of progressive Human Resources experience in a leadership/ management capacity.
- Experience working in the not-for-profit, social services, health care or Developmental Services sector is strongly preferred.
- Strong knowledge of Ontario employment and workplace legislation.
- Demonstrated experience with employee relations, investigations, progressive discipline and performance management.
- Experience developing and implementing HR policies and procedures.

- Experience with recruitment, workforce planning and employee retention strategies.
- Experience supporting managers in complex employee relations situations
- A commitment to individuals who are developmentally challenged and who need the support, resources and leadership of the organization to achieve inclusiveness and personal development.
- Knowledge of the Employment Standards, guidelines and legislation. working with a collective agreement and the Accessibility for Ontarians with Disabilities Act and the Occupational Health and Safety Act.
- Computer knowledge in MS Office, Word, Access, Excel and PowerPoint.
- Outstanding communication and reporting skills.
- Demonstrated achievement in the area of Team Building.
- **Must be fluent** in both English and French
- Must have a valid driver's license and a vehicle

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.
If interested in this career opportunity, please send a Cover Letter and Resume to:

Michelle Alguire, Executive Director m.alguire@clstormont.ca on or before September 23rd, 2026

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.