



JOB POSTING

Director of Human Resources

Contract Position for 13 months
\$60,000-70,000

Reporting to the Associate Executive Director of Administration, the Director of Human Resources is responsible for Human Resource strategy and administration for all staff. The position combines the traditional HR operations role with organizational development strategies, and is charged with designing and implementing opportunities to effectively prepare our workforce to achieve current and future agency-wide goals. Invigorate and reinforce a quality-centric culture across the organization.

KEY RESPONSIBILITIES:

1. Develop and lead the strategic HR vision and initiatives from the organization's strategic plan and organizational goals
2. Serve as an advisor and collaborate with the Senior Leadership team to build and foster values, culture and leadership philosophy, ensuring this is embedded in all actions, decision making and communications throughout Mission Services
3. Determine, implement and measure the organization's HR strategies and practices including: recruitment, talent management, training & development, employee and labour relations, performance management, health & safety, payroll and HRIS.
4. Actively identify ways to continuously improve programs, services and processes to ensure ongoing effectiveness, efficiencies and alignment.
5. Develop strategies and initiatives to continuously train and develop leadership capacity across the organization to grow future leaders and support succession plans.
6. Responsible for coordinating Accommodation/Return to Work Process with relevant stakeholders (Union, WSIB etc.).
7. Work with programs to help set and/or monitor quality targets, funder expectations and individual quality goals.
8. Ensure that all applicable employment legislation is adhered to, including training, at all times, i.e. ESA, Human Rights Code, etc.
9. Oversee the Volunteer Resource Department ensuring that the volunteer experience is positive and programs are supported
10. Lead the development of strategies to strengthen employee relations, morale, and to foster a healthy work environment in which all individuals can thrive (includes recognition events and effective communication).
11. Adhere to a strict policy of confidentiality.
12. Uphold the Mission values and standard as outlined in the Code of Conduct and Mission Services policies.
13. Work safely, identify any health and safety concerns and report to management, and follow Mission Services workplace health and safety policies and procedures at all times.

QUALIFICATIONS

1. Post-Secondary Degree in a related field
2. CHRP/CHRL designation, or working towards
3. Minimum 3 years' experience in a Human Resources management or generalist role
4. Demonstrated understanding of relevant employment legislation (Employment Standards Act, Occupational Health and Safety Act, Human Rights Code etc.)
5. Experience in a unionized environment an asset

Mission Services is an equal opportunity employer - In accordance with the Accessibility for Ontarians with Disabilities Act, Mission Services is committed to accommodating individual needs of applicants with disabilities throughout the recruitment process. Please call Human Resources at 905-528-5100 Ext. 3115 or email at ecowan@mission-services.com, if you require an accommodation to ensure your equal participation during the recruitment and selection process.

How to Apply

Please submit a résumé with cover letter to:

Mission Services of Hamilton

P.O. Box 368, Hamilton, ON L8L 7W2

or email to hr@mission-services.com

Applications will be accepted until position is filled