



The Children's Aid Society  
OF HAMILTON

Serving Hamilton's children and families since 1894.

La Société d'aide à l'enfance  
DE HAMILTON

Au service des enfants et des familles de Hamilton depuis 1894.

## EMPLOYMENT OPPORTUNITY

The Children's Aid Society of Hamilton was established in 1894 as a not-for-profit charitable organization, mandated under the *Child, Youth and Family Services Act* of Ontario, focusing on the well-being and protection of children. The Society is committed to the strengthening of families, while valuing diversity and promoting equity.

**We are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Society encourages applicants from all qualified individuals.**

We believe that we are all responsible, committed, and accountable to each other to promote a culture where everyone is welcomed, heard, respected, and valued. We commit to challenging and interrupting behaviours of racism, discrimination, disrespect, intolerance, harassment, and bullying as we strive toward an environment of learning, care and respect for each other; a place where the voices of equity-deserving individuals will be heard and acted upon as we continue our journey of healing, inclusivity, equity and growth.

We are currently seeking a skilled and committed individual to join our team as a:

### HUMAN RESOURCES CONSULTANT

Non-Unionized position  
Permanent Full Time  
\$69,621 - \$84,704

Reporting to the Supervisor of Human Resources, the Consultant, Human Resources provides consultation on a full range of human resources matters to an assigned internal staff group. The Consultant, Human Resources works collaboratively with all stakeholders of the organization to support the delivery of child welfare services in line with the agency's strategic vision.

#### Major Responsibilities:

Provides timely and professional human resources consultation, within an assigned staff group in all human resources areas, including: compensation, benefits, employee wellness and healthy workplace initiatives, employee relations, labour relations, health and safety, performance management, staff development and training.

- Establishes an effective work relationship with supervisory staff to identify service needs, and issues.
- Develops, presents, implements and maintains assigned HR related initiatives and chairs committees related to these initiatives, as required.
- Drafts and/or revises human resources policies ensuring these are vetted appropriately and communicated to all staff.
- Ensures recruitment activities and decisions for unionized positions are in accordance with the collective agreements.
- Counsels management on interviewing techniques, assisting in developing interview questions, participates on selecting committees as required.
- Facilitates training sessions related to human resources matters.
- Coaches and counsels employees and supervisors on all employee relations matters, including attendance management, conflict resolution, disciplinary actions, and other employment related issues.
- Assists supervisors in managing staff performance by providing counsel on the development of performance plans and monitors performance appraisal completion.
- Ensures adherence to various employment legislation such as the Employment Standards Act, Labour Relations Act, the Ontario Human Rights Code, the Pay Equity Act, Occupational Health and Safety Act etc.
- Provides collective agreement advice and interpretation to supervisory staff.
- Suggests, implements and maintains healthy workplace initiatives.
- Assists with special projects as assigned.

## **Key Qualifications:**

- Experience in a Human Resource generalist role providing guidance and consultation to staff on human resource best practices.
- Membership in or eligibility for membership in Human Resources Professional Association of Ontario preferred
- Experience in a unionized environment considered an asset.
- Excellent knowledge of relevant CAS/industry computer applications i.e. HRIS
- Good knowledge of legislation governing human resources and labour relations such as the Employment Standards Act, Labour Relations Act, Pay Equity Act, Human Rights Code, etc.
- Solid knowledge of the interpretation and application of a collective agreement
- Excellent ability to use MS Office applications (e.g. Word, Excel, Outlook, PowerPoint)
- Solid written, oral communication and interpersonal skills providing constructive, meaningful, and timely interaction with all levels of staff.
- Ability to work independently, as well as contribute as part of a team.

***As an employer, The Children's Aid Society of Hamilton is committed to:***

- ***A culture of inclusiveness and diversity reflecting our diverse service recipients, staff, and community alike.***
- ***Providing barrier-free and accessible employment practices.***
- ***In accordance with the Ontario Human Rights Code providing accommodation supports during the selection and interview process if required.***

*All employees of the Society are expected to demonstrate respect, empathy, and accountability to the children and families we serve and each other.*

Interested applicants should submit a current resume to [careers@hamiltoncas.com](mailto:careers@hamiltoncas.com) or by **or** Fax: (905) 522-1089, clearly indicating the Job Posting Number (**File #001/23**) by **January 20, 2023**.