

Human Resources Co-ordinator

With respect, integrity, and deep commitment, Community Living Huntsville's mission is to provide support and advocacy for individuals with developmental disabilities in order that each may grow to be the decision makers in their own lives at home, school, work, and within the communities of North Muskoka.

The Co-ordinator of Human Resources role is to assist in the planning and monitoring of the operations of human resources. This position is responsible for the implementation of policies, programs and procedures regarding staffing, recruitment, labour relations, benefit administration, health and safety initiatives, as well as the maintenance of the related data systems. This position fulfills its duties in an environment of accountability, inclusion, rights and respect consistent with Community Living Huntsville's Mission, Vision and Values, as well as relevant regulations and legislation.

This position will afford opportunity for development and succession within Human Resources. Qualifications include a degree/diploma in Human Resources Management, CHRP designation, as well as a minimum of three years HR experience preferably within a unionized environment.

Persons with disabilities, requiring accommodation in the application process, or those needing job postings in an alternative format, please contact accordingly below.

*Please submit resume by April 15, 2017 to: careers@clhuntsville.ca; or by mail to:
Human Resources, Community Living Huntsville
99 West Road Huntsville, Ontario P1H 1M1*