

With respect, integrity and a deep commitment, Community Living Huntsville's mission is to provide supports 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.

Position Title: Human Resource Coordinator	Organization: Community Living Huntsville
Reports to: Director, Human Resources	Service Area: North Muskoka

Purpose of Position:

To work in conjunction with the Management team, supporting and providing input into Community Living Huntsville's (CLH) human resource initiatives and practices as they relate to the strategic direction of the organization, and by supporting, coordinating and executing a variety of the human resource functions and initiatives for the agency such as: General HR Administration, Benefit Administration, Recruitment and Selection, Policies/Procedures, Health and Safety and Wellness, Training and Development, HRIS database Administration, Performance Management, Employee Relations / Labour Management, etc. in a manner that adheres to and promotes CLH's vision, mission and values and supports CLH's goal to be an Employer of Choice in our Community.

Minimum Qualification Criteria:

Academic: University degree/college diploma in Human Resources Management. CHRP designation an asset.

Work Experience: Three years' experience in Human Resource administration.

Knowledge, skills and abilities:

- Knowledge of employer requirements under all pertinent legislation.
- Experience in a unionized setting, preferably in the broader public sector or social service sector
- Demonstrated ability in developing and preparing correspondence and reports
- Advanced proficiency in various technical applications most commonly used at CLH, including but not limited to, Microsoft Office applications (Outlook, Word, PowerPoint, Excel, Publisher, etc.), various databases, accounting software, website management and maintenance, social media, various technical training tools including SmartBoard, web applications, and computerized telephone systems.
- Excellent customer service, interpersonal and communication skills
- Well-developed analytical, problem solving and organizational skills
- Excellent ability to work under pressure, multi-task and meet deadlines
- Excellent ability to work independently and take initiative and follow through on work assignments
- Excellent ability to work effectively within a team environment with strong skills developing and maintaining productive working relationships with managers, employees, union representatives, community partners and the general public
- Flexible and committed to customer service
- Action oriented and a self-starter who is reliable and enjoys challenges
- Utilizes a wide variety of reference, descriptive, and/or advisory resources

Other: Clear criminal record including vulnerable sector screen; valid driver's licence and own reliable transportation to be used in the course of employment; demonstrated commitment to professional development; demonstrated adherence to a code of conduct and/or statement of values.

Competencies Required

- Critical thinking and analysis
- Technological savvy
- Research skills
- Quantitative skills
- Critical legal thinking
- Emotional intelligence
- Project management
- Decision-making skills
- Business acumen
- Independence
- Ethical behaviour and professionalism
- Relationship management
- Negotiation and influencing
- Strategic and organizational leadership
- Integration

Working Conditions/Hours of Work

This position works mainly in an office setting, and is based on a 37.5 hour workweek, with mainly daytime hours, but will fluctuate and vary according to organizational needs.

Community Living Huntsville offers a competitive salary and benefit package.

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

For a detailed job description, please visit www.clhuntsville.ca/careers

Please forward your resume and cover letter by **February 1, 2015**
Quoting – Human Resource Co-ordinator

to:

MAIL: 99 West Rd, Huntsville ON P1H 1M1 **Email:** careers@clhuntsville.ca **Fax:** 705.789.0752

We thank all who apply, however only those selected for an interview will be contacted.