



## **Job Posting** **Contract – Human Resources Manager**

Date Posted: June 29, 2022  
Closing date: July 7, 2022

*1 Temporary Vacancy – Approximately 13 month contract*

**Annual Salary Range** (\$81,352 - \$91,662)  
**Hours of Work** –37.5 hours per week

The John McGivney Children's Centre provides family-centered paediatric therapy services in the Windsor-Essex County community, enriching the lives of children and youth with special needs by helping them reach their full potential. Reporting to the Director of Finance & Corporate Services, the Human Resources Manager provides HR support to management and staff, and oversees HR functions. They manage the Labour Relations and Employee relations processes and procedures of the Centre, and oversee union related matters. They are responsible for cultivating a positive and supportive work environment, that emphasizes quality, continuous improvement, and high performance; and supports family-centered care, equity, diversity and inclusion. They use principles and practices of human resources management, to contribute to both short term and long term organizational goals.

The Human Resources Manager will be responsible for managing the day-to-day operations of the human resource department. They will oversee and manage the administration of human resources related policies, procedures and programs, as well as implementation and administration of the collective agreement. They will develop and lead human resources practices and objectives that will ensure an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, and goal attainment. They are responsible to ensure the recruitment, retention and ongoing development of a highly engaged and motivated workforce, with a focus on talent management. The HR Manager is responsible for: recruitment at all levels of the organization, union matters, HR administration, onboarding, policy development and maintenance; and organizational development.

### **Qualifications:**

The successful candidate will have a minimum of a post-secondary education in human resource management, or related field. They will have a minimum of five years of progressive human resources experience; experience in not-for-profit/ public sector, and experience working with unions is preferred. They must have excellent verbal, written and presentation skills; as well as strong interpersonal, change management and project management skills. They should have strong analytical and organization skills, and have great attention to detail. The successful candidate must be proficient with Microsoft Office, Outlook, and have experience with HRIS software. A CHRP certification is considered an asset. The candidate must also comply with JMCC's COVID-Immunization Policy.

**Please submit your resume and cover letter no later than 4:00 p.m. on July 7, 2022 to:**

John McGivney Children's Centre  
Human Resources Department  
hr@jmccentre.ca

*JMCC is committed to equity and diversity in the delivery of services and our work environment. Members from equity-seeking groups including Women, Indigenous Persons, Members of Racialized Groups, Persons with Disabilities and Persons of Diverse Gender Identities, Gender Expressions and Sexual Orientations, and groups protected by the Ontario Human Rights Code are encouraged to apply and to self-identify in their resume and/or cover letter. JMCC is committed to a recruitment process and work environment that is inclusive and barrier free. Should interested candidates require accommodations at any time during the recruitment process, please advise us of the nature of the accommodation(s) as soon as possible. **~Helping Abilities Grow~***