

Human Resources Advisor Full-time Permanent

Reporting to the Vice President of Human Capital, and in support of CCD's mission, vision and values, the Human Resources Advisor (HRA) provides guidance and direction to the Human Resources Coordinator on day-to-day Human Resources needs including recruitment and selection, HRIS/Payroll updates and metrics, orientation, and training, etc., The HRA provides basic consultation and advice to Managers in compliance with employment law, regarding performance management, health and safety and return to work, total compensation including pension and benefits, rewards and recognition, as well as policy interpretation and application, etc. The HRA participates in various committees (i.e., Joint Health and Safety Committee, Emergency Response Team, Accessibility Committee, etc.) and assists with special projects (i.e., Accreditation, WSIB Work Well Audit, HRIS implementation, Employer of Choice, etc.)

Qualifications required:

- Successful completion of Human Resources Management Program
- Minimum three (3) years of recent and related experience (preferably in the Not-for-Profit Sector)
- Current Human Resources designation (i.e., CHRP or CHRL)
- Certification as Health and Safety Representative as recognized by the MOL an asset
- Hands on experience working with HRIS and Payroll databases (i.e., ADP preferred)
- Extensive knowledge, interpretation, and application of Employment Law (i.e., ESA, AODA, HRC, OHSA)
- Excellent interpersonal and communication skills both written and verbal
- Satisfactory Police Vulnerable Sector Check or Enhanced Police Information Check
- Sensitivity to adults with needs related to aging, physical and/or mental health
- Knowledge and adherence to COVID-19 safety practices (including full COVID-19 Vaccinations) and health and safety practices and protocols

Compensation:

Starting at \$51,302 - \$76,953 annually; three (3) weeks' vacation per year of work (pro-rated to hours worked); 11 paid (including stat) holidays; health, insurance, and pension benefits when eligible.

* Pay will be commensurate based on education and experience

Please apply in writing referencing posting #2022-01 outlining qualifications and experience by 4:00pm on Monday, January 31, 2022 to Human Resources, Community Care Durham email: careers@communitycaredurham.on.ca