



99 Ottawa Street South  
Kitchener, ON N2G 3S8  
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Phone: (519) 744-6307  
Fax: (519) 571-1629

## Senior Leadership Job Opportunity

KW Habilitation is a progressive, person-centered organization that supports children, youth and adults with developmental disabilities in the Kitchener-Waterloo area. Our vision is, “a community where everyone belongs and participates”.

We're looking for an enthusiastic leader to join our team as a...

### **DIRECTOR OF HUMAN RESOURCES (FULL TIME)**

The Director of Human Resources has complete responsibility for the overall management, strategic planning, coordination and development of Human Resources at KW Habilitation. Areas of responsibility include recruitment, retention, compensation and benefit administration, human resources planning, performance and risk management including health and safety.

Qualifications we are looking for...

- University Degree or College Diploma with a focus on human resources and/or business administration will be viewed as an asset. Human Resources designation (CHRP, CHRL) is desirable
- Minimum of 5 years direct Human Resources leadership experience (in a generalist and managerial capacity) and previous supervisory experience in the not-for-profit sector.
- Able to demonstrate initiative, interpersonal relations and respect, change management, creative problem-solving and decision-making,
- This position requires strong verbal and written communication skills, effective multi-tasking/prioritizing abilities, and effective interpersonal skills.
- Solid computer skills including proficiency with word processing, spreadsheet, presentation, data-base (e.g., HRIS) software and various communication applications required.
- A valid G driver's license, and access to a reliable vehicle are also essential

The position is for 40 hours per week with flexibility. KW Habilitation offers competitive remuneration and a comprehensive benefits package.

Please forward your resume and cover letter no later than July 16, 2018 (at 5:00 pm) to:

Attn. Executive Director  
c/o Human Resources  
KW Habilitation  
99 Ottawa Street South  
Kitchener, ON N2G 3S8  
Fax: 519-571-1629  
Email: [humanresources@kwhab.ca](mailto:humanresources@kwhab.ca)

*KW Habilitation is committed to developing an inclusive, barrier-free selection process and work environment. If contacted in relation to the selection process for this posting, please advise Human Resources of any accommodation needs to enable your candidacy to be assessed in a fair and equitable manner.*

We thank all applicants; however only those selected for an interview will be contacted.

“A community where everyone belongs and participates”