

Founded in 1954, Community Living Central York is a non-profit, charitable organization which provides support to people who have an intellectual disability. The Association employs over 200 full and part time staff, who are committed to providing opportunities to people to achieve their personal goals, facilitate relationships, enhance skill development and build social roles within their community.

POSITION: HUMAN RESOURCES GENERALIST - Full Time

REPORTING TO: Director of Human Resources

SUMMARY: The role of the Human Resources Generalist is to support the day to day operations of Human Resources. This incumbent will provide a wide range of Human Resources related services in a number of functional areas including but not limited to Full Cycle Recruitment, Health and Safety including WSIB and Return to Work, HR Administration, Employee Relations, Training, HR Policies and Procedures, Records Maintenance, and Special Projects.

QUALIFICATIONS:

- Post Secondary Education in Human Resources or equivalent experience
- Minimum of 3 years recent work experience in various aspects of Human Resources
- Experience in a Unionized environment with exposure to the administration and interpretation of Collective Agreements would be an asset
- Previous experience in the non profit/charitable sector would be an asset
- Ability to interact with all levels of the Association in a professional manner
- Ability to apply specialized professional knowledge in standard HR policies and procedures
- Knowledge and experience with employment legislation for example; Employment Standards Act, Occupational Health and Safety, AODA, Human Rights Code, Labour Relations, WSIB, and best practices
- Ability to take initiative, work independently and multi task in a fast paced environment
- High degree of discretion, integrity and confidentiality
- Above average communication skills
- Proficient with Microsoft Office, Google+, HR Systems etc.
- Excellent problem solving and high attention to detail
- Strong organizational and interpersonal skills
- Vulnerable Sector Screening required

HOURS: 37.5 hours a week;

ANTICIPATED START DATE: ASAP

RESUMES TO: Interested applicants should submit a resume and covering letter to the Human Resources department by October 12th, 2018

E-Mail: careers@clnad.com Please indicate job title in subject line.

We thank all applicants in advance and advise that only those individuals selected for an interview will be contacted. No phone calls or Agencies please.

For further information please visit our website: www.clnad.com

Community Living Central York is an equal opportunity employer which welcomes and encourages applications from people with disabilities.