



## Human Resources Officer

**Full Time, Permanent (33.75 hours/week)**

**Salary Range: \$57,115 – \$72,396**

The Children's Aid Society of the District of Thunder Bay is a progressive child welfare agency that operates from an anti-oppressive framework to ensure child safety, well-being, and permanency. Reporting to the Manager of People and Culture, the Human Resources Officer will work as a member of the Human Resources team by providing professional leadership, and by supporting organizational priorities and encouraging the organization's desired culture. Responsibilities include assistance with policy development, application, and analysis; all aspects of full cycle recruitment, selection, and orientation; health and safety management; disability and WSIB claims management and assistance with labour relations/collective bargaining.

### POSITION QUALIFICATIONS AND REQUIREMENTS

- Post-secondary degree or diploma in Human Resources Management or Business with a focus in Human Resources. Candidates with other academic qualifications and related work experience, plus demonstrated ability, will be considered.
- Minimum 1 year Human Resources experience with a generalist focus.
- Certified Human Resources Professional (CHRP) Designation obtained, in process or willing to obtain is considered an asset.
- Access to a reliable personal vehicle adequately insured for business use.
- Valid "G" Ontario Driver's Licence and safe driving record.
- Criminal Records Check satisfactory to the employer required upon conditional offer of employment.
- Experience in non-profit, child welfare and social services organizations and/or unionized settings is considered an asset.
- Highly developed organizational and prioritization skills.
- Excellent judgment, critical thinking skills, and self-awareness to address a range of issues and to problem-solve.
- Experience in providing training and support to a range of different audiences.
- Strong computer skills with experience in all Microsoft Office applications, especially excel and HRIS/database/payroll systems.
- An understanding of, and commitment to, anti-oppression values and principles.
- Willing to travel to District Offices as per agency demands (ex. Career Fairs)
- Contribute to a culture of diversity, equity, and inclusion with a commitment to the elimination of disparity and disproportionality in service outcomes.
- A sound understanding of the Employment Standards Act, the Human Rights Code, the Labour Relations Act, WSIB, Occupational Health and Safety, and Accessibility for Ontarians with Disabilities Act.

### APPLICATION INFORMATION – Applications received to February 16<sup>th</sup>, 2026 @ 5:00pm

Please submit a cover letter and resume on-line at [www.thunderbaycas.ca](http://www.thunderbaycas.ca) "Career Opportunities".

Individuals may also submit an application directly to: Manager of People and Culture, The Children's Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7

The Society is committed to supporting and advancing equity, diversity and inclusion in our organization and the society in which we serve. As such, we are expressly interested in receiving inquiries and applications from individuals who identify themselves as Indigenous, racialized or equity seeking in order to better reflect the demographic profile of Thunder Bay and District.

*TBCAS is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.*

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