



The Children's Aid Society of the District of Thunder Bay
Caring for children...a community responsibility

Human Resources Officer
Full-time Permanent

CAS Thunder Bay is a progressive child welfare agency that operates from an anti-oppressive framework to ensure child safety, well-being and permanence. The Human Resources Officer provides professional leadership to support organizational priorities and desired culture. Reporting to the Manager of Human Resources, responsibilities include: H.R related policy development, application and analysis; all aspects of recruitment, selection and orientation; labour relations; health and safety management; disability and WSIB claims management. The position starts at \$45,592 with a generous benefits package.

Preference will be given to candidates with the following qualifications:

- Post-secondary Degree in Human Resources Management or Business with a focus in Human Resources
- Certified Human Resources Professional (CHRP) Designation
- Commitment to achieve Certified Human Resources Leader (CHRL) designation
- Minimum 3 years of Human Resources experience with a generalist focus, including experience in a unionized setting
- Experience in social services or healthcare organizations an asset
- An understanding of, and commitment to, anti-oppression values and principles
- Highly developed organizational and prioritization skills
- Well-developed skills and abilities and knowledge related to occupational health and safety, and disability management
- Excellent judgment and tact to address a range of issues and to problem-solve
- Strong computer skills with experience in all Microsoft Office applications, especially in Excel
- Criminal Records Check satisfactory to agency required upon conditional offer of employment

Application Information – Applications Received to April 30th at Noon

Our preferred method of application is to submit a cover letter and resume on-line at www.thunderbaycas.ca "Career Opportunities". Individuals may also submit their cover letter and resume directly to: Kate Fraser, Manager of Human Resources, The Children's Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7

The CAS is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, members of visible minorities, aboriginal persons and persons with disabilities. Reasonable accommodations during the recruitment process will be provided in accordance with the Ontario Human Rights Code. Applicants may make accommodation requests when contacted for an interview. We thank all applicants; however only those considered for an interview will be contacted.