

JOB POSTING DETAILS

Employer	Canadian Mental Health Association, Sault Ste. Marie (Canadian Mental Health Association, Sault Ste. Marie)	Job Type	RI
Job Title	Human Resources Manager	Duration	Full Time
Job ID	11410	Location	Sault Ste. Marie
Date Posted	September 9, 2021	Closing Date	September 24, 2021

Job Overview - Description & Duties

Job Class: Human Resources Manager
 Reports to: Chief Executive Officer
 Location: 386 Queen Street East, Sault Ste. Marie, Ontario
 Terms of Employment: Permanent, Fulltime
 Salary: To be determined

Summary of Function:

The Human Resources Manager has overall responsibility for planning, developing, leading, supervising, implementing, and monitoring of all aspects of human resources for CMHA Algoma. The Human Resources Manager is an influential leader who can build and sustain resilient teams and who advocates for and implements continuous improvements. The Human Resources Manager utilizes strategic thinking in areas such as agency staffing planning, setting performance targets, developing work plans, facilitating and sustain excellent labour relations, leading collective bargaining and building valuable external relationships and succession planning. The Human Resources Manager carries out these responsibilities in accordance with the mission, vision, and values of CMHA Algoma, relevant legislation and regulations and organizational policies, to promote the delivery of efficient and high-quality services.

Major Responsibilities - Areas of Expected Competency - Demonstrated and Evidenced by:

- Oversees and sustains effective human resources and labour relations management, including HR Information and Records Management, compensation and benefits administration, policy and procedures, labour relations, performance management, community relations and advocacy and organizational responsibilities
- Exhibits exemplary professional conduct
- Engages in effective internal and external relationships with all staff, clients and volunteers of the organization, other organizations, and the community
- Promotes and supports a safe work environment.

Required Skills

Education/Certification

- Minimum Bachelor's Degree in related discipline such as business, Industrial Relations, Human Resources Management
- Certified Human Resources Leader designation and a member in good standing with the Human Resources Professional Association (HRPA)
- Mandatory WSIB certification as Joint Health and Safety Committee Representative
- Upon hire, successful completion of Health and Safety Training including Globally Harmonized System (Previously WHMIS); Infection Prevention and Control. Workplace Violence, Accessibility for Ontarians with Disabilities Act, Applied Suicide Intervention Skills Training, Non-Violent Crisis Intervention and First Aid/CPR

Experience

- Minimum of five years experience in human resources management position in a unionized environment

Knowledge, Skills and Abilities

- Experience/knowledge providing human resources services in a not-for-profit agency, preferably in mental health
- Experience/knowledge of applicable legislation
- Knowledge of community mental health supports and services
- Knowledge of Police Vulnerable Sector Check processes and consent management in a health care environment
- Experience/knowledge of budgets and budget processes, preferably managing a functional budget and working within government funding finance requirements
- Experience/knowledge of change management theory, conflict and dispute resolution practices, workplace investigations, project management principles
- Experience/knowledge in contract negotiations
- Excellent organizational and time management skills
- Excellent interpersonal skills and written communication skills
- Ability and flexibility to work independently and as part of a team
- Experience/knowledge of electronic client information systems and safety practices for staff working in the community
- Experience/knowledge with statistical reporting and funder reporting requirements
- Experience/knowledge of universal precautions, legislated and agency health and safety practices
- Experience/knowledge of AODA legislative requirements and privacy legislation and requirements
- Excellent computer skills and competency in software applications, including MS Office and SAGE HR
- Demonstrated ability to engage in reasonable self-care strategies that incorporate balancing work/life responsibilities
- Excellent problem-solving and decision-making skills

Other Requirements

- Acceptable Police Vulnerable Sector Check upon hire and to be maintained throughout employment
- Ability to provide effective client services in English and French, is preferred
- Valid driver's licence
- Able to meet the essential physical requirements of the position including the ability to work in an office setting and sit for long periods during meetings, keyboard for lengthy periods
- Working conditions include multiple competing demands with stress at times, deadlines, a need for time management, and the ability to work remotely at times may be required

How to Apply

DEADLINE: Please forward a covering letter and resume, by email only, no later than Friday September 24, 2021, at 4:00 PM.

FORWARD TO:

Christina Coutu, Manager of Corporate Services

Canadian Mental Health Association - Algoma

Email: Christina@cmhassm.com

CMHA values diversity and is an equal opportunity employer

CMHA is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act