



Job Posting

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| Position: | Permanent Full Time Human Resources Specialist |
| Location: | Anselma House in Kitchener and Haven House in Cambridge |
| Hours of Work: | Monday to Friday with the potential for occasional evenings and weekends |
| Start Date: | To be determined |
| Pay Rate: | \$63,860 (annual salary) |

The Organization: Women's Crisis Services of Waterloo Region empowers women and children to move beyond violence by providing safe shelter, education, and outreach services. We operate two emergency shelters for women* and children experiencing domestic violence: Anselma House in Kitchener and Haven House in Cambridge. In addition to providing safe shelter, we offer a free, confidential, outreach program for women who are experiencing domestic violence but do not require emergency shelter. Our organizational leadership is open and devoted to fulfilling our mission; our staff are responsive and caring, and everyone aims to achieve excellence in all that we do.

*WCSWR supports women, transgender and gender-diverse individuals.

Position Overview: The Human Resources Specialist (HR Specialist) works in close connection with the Human Resources Manager (HR Manager) including supporting overflow of human resource related tasks and back-up coverage in the absence of the HR Manager.

This full-time (36 hrs per week) non-unionized position is responsible to assist with the day to day functions of Human Resources within the agency including recruitment and selection, attendance management, benefit administration, training and development, health and safety, labour relations, organizational culture and wellness, and compensation administration.

In addition to providing back up coverage and over flow support the HR Specialist would be tasked with leading, developing and maintaining the organizational culture and wellness program, a staff training program which would include leadership development and mentorship components as well as the development and oversight of the organization's volunteer program.

What we offer:

- **Dynamic** workplace culture with a strong sense of team or team-based learning
- Caring, supportive work environment
- Opportunity to expand and develop your skills
- On site and off site professional development
- Opportunities to participate in various workshops to further develop skills and knowledge on how to better support those we work with
- Workplace Wellness Incentives



- Leadership Development
- Generous entitlements including benefits, vacation and flex time

Required Skills and Qualifications

Education Requirements

- Minimum of three years successful Human Resource experience
- Relevant degree and/or diploma from a recognized College or University
- CHRP designation

Qualifications

- Certification in Health & Safety considered an asset
- Pragmatic problem-solving skills
- Articulate communicator and ability to interpret and explain written and statistical data to a wide range of audiences
- Commitment to client and employee service
- Demonstrated experience in a unionized environment
- Ability to establish and maintain effective working relationships internally and externally
- Computer proficiency a must with expert knowledge of Excel, MS Word and software related to Human Resources Management. Basic to intermediate knowledge of HTML required.
- Knowledge of conflict resolution practices and negotiation techniques, as well as the ability to facilitate meetings, direct situations and implement rules and guidelines
- Solid and effective interpersonal and communication skills (including oral, written and visual)
- Strong organizational and time management skills; the ability to multi-task and meet deadlines along with accuracy and attention to detail
- Past experience in developing and implementing training programs an asset
- Past experience managing a volunteer program is an asset
- Knowledge and experience in organizational culture, employee engagement and employee wellness is an asset
- Travel is required throughout Waterloo Region
- Valid Ontario Driver's license, valid insurance and access to a reliable vehicle
- Ability to work flexible hours if required.

Please submit cover letter and resume on or before June 11th, 2021 to:

Joyce Birnstihl

Human Resources Manager

joyce.birnstihl@wcsvr.org



Women's Crisis Services of Waterloo Region is an Equal Opportunity Employer; we welcome and encourage applications from racialized persons/visible minorities, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, to Joyce Birnstihl, Human Resources Manager.

Only those applicants selected for an interview will be contacted.