



## Job Posting

<b>Position:</b>	Permanent Full Time Human Resources Manager Strategy and Culture
<b>Location:</b>	Anselma House in Kitchener and Haven House in Cambridge
<b>Hours of Work:</b>	Monday to Friday with the potential for occasional evenings (36 hours a week)
<b>Start Date:</b>	<b>To be determined</b>
<b>Pay Rate:</b>	Salary Range \$74, 291 - \$83, 616

**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 Manager Strategy and Culture (HRSC) works in close concert with the Human Resources Manager Operations (HRO) including providing back-up coverage for each other.

This position is responsible to share in 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, and compensation administration.

In addition to supporting and providing back up coverage for the HRO you would be tasked with leading the implementation and roll out of a new Human Resources Information System (HRIS), leading, developing and maintaining a strong organizational culture and wellness program, a staff training program which includes leadership development and mentorship components. You would work closely with the Equity, Diversity, Inclusion Manager to ensure EDI efforts are embedded throughout the organization.

This position directly contributes to the strategic direction and overall success of the entire organization.

### Key Responsibilities:

- Work closely with the YMCA WorkWell program to run twice annually Staff Insights developing a plan for continually improvement
- Implement and roll out new HRIS



- Partners with leadership team to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Hires, trains, develops and appraises staff effectively. Takes corrective action as necessary on a timely basis and in accordance with agency policy.
- Keeps up-to-date on information and technology affecting functional area(s) to increase innovation and ensure compliance
- Oversight of Administrative Assistant direct reports

#### 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
- Generous entitlements including benefits, vacation and flex time

### Required Skills and Qualifications

#### Education Requirements

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

#### Qualifications

- Practical knowledge of the not-for-profit sector
- 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
- Demonstrated experience in a unionized environment
- Experience managing multiple stakeholder relationships
- A solid understanding of Employment legislation and best practices
- 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
- Demonstrated expertise in driving organizational change in relation to equity and systemic Anti-Black Racism & Oppression
- 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
- Demonstrated experience in organizational design and cultural change
- Demonstrated experience with HR and Payroll systems and tools
- A strong leader with a vision to make Women's Crisis Services of Waterloo Region an Employer of Choice
- Valid Ontario Driver's license, valid insurance and access to a reliable vehicle
- Ability to work flexible hours if required.

*Women's Crisis Services of Waterloo Region (WCSWR) is committed to having a staff composition that reflects the cultural diversity of our community and the diverse population we serve with respect to age, gender, and people with lived experience, including individuals who identify as African Canadian, Indigenous, People of Colour, and LGTBQ2S.*

**Please submit cover letter and resume on or before January 31<sup>st</sup> 2022 to:**

Jennifer Hutton

CEO

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