



## Human Resources Professional

### Job Summary:

As the Human Resources Professional at Kardel, you will be responsible for planning, organizing, and directing all aspects of human resources. This includes developing and reviewing HR policies and procedures, providing guidance on human resources issues, and ensuring compliance with collective agreements. Additionally, you will play a crucial role in organizational leadership, stakeholder collaboration, and risk management.

**Reports to:** Chief Executive Officer

**Salary Range:** \$80 000-\$90 000 annually

**Hours of Work:** Monday to Friday, 37.5 hours per week, flexible scheduling between 8:00 am and 5:00 pm, excluding statutory holidays. Some flexibility may be required to accommodate occasional workload fluctuations and priorities.

### As a member of the Senior Leadership Team:

- A. Organizational Leadership and Planning: Participating in long-term strategic planning and resolving operational issues and policies.
- B. Stakeholder Collaboration: Collaborating with multi-functional teams to develop and implement programs aligned with organizational goals.
- C. New Programming: Assisting in the implementation of new program areas.
- D. Risk Management: Identifying and mitigating potential risks related to program implementation and especially HR function.
- E. Data Analysis and Reporting: Utilizing data-driven insights to evaluate program performance and prepare comprehensive reports.

### Key Duties and Responsibilities:

1. Developing and implementing effective organizational human resources practices.

Kardel's mission is to help people with developmental disabilities have a good life and to respect their personal choices.



2. Advising staff and senior management on personnel practices and collective agreement matters.
3. Supervising HR Assistant and Employee Scheduler.
4. Assisting in dispute resolution and providing advice on various HR matters.
5. Reviewing and revising HR policies to ensure compliance and clarity.
6. Participating in data collection and preparing reports related to human resources.
7. Coordinating information and contingency planning related to collective bargaining.
8. Overseeing Return to Work Planning and responses to disability claims.
9. Participating in needs assessment for employee training and development.
10. Assisting in the implementation and maintenance of HR systems and technology.
11. Conducting special studies and maintaining awareness of developments in HR.
12. Maintain work culture. Acts as the lead for staff recognition and appreciation efforts, and plans/coordinates efforts to engage and motivate program staff.

**Qualifications:**

**Education, Training and Experience**

- Degree in a related field with at least two years of management and consulting experience, preferably in the human services sector.
- Two years of labor relations experience.

**Job Skills and Abilities:**

- Knowledge of labor management practices and collective agreements.
- Excellent interpersonal, communication, and written skills.
- Demonstrated leadership abilities.
- Superior conflict resolution skills.

**Please email your CV and cover letter to [hassistant@kardel87.com](mailto:hassistant@kardel87.com). This posting will remain open until filled.**

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