



**Canadian Mental  
Health Association**  
Muskoka - Parry Sound

**Addictions and  
Mental Health Services**

**INTERNAL/EXTERNAL POSTING: May 26, 2020 to June 4, 2020**

## **HUMAN RESOURCES GENERALIST**

**Job Status:** Permanent, Full Time

**Hours of Work:** 35

**Base office:** Bracebridge

### **Purpose of the Position:**

The Human Resources (HR) Generalist supports the Agency by contributing to the development of, implementing and supporting human resources programs designed to maximize performance and meet strategic priorities. Key areas of responsibility include: develop, implement, support and evaluate HR systems and practices; monitoring HR data to identify trends and making recommendations for improvement; acting as a resource to all employees; consulting and providing HR expertise to management.

The HR Generalist is a leader within the organization and is committed to supporting a positive corporate culture, strong partnerships, effective communication and performance management principles.

### **Education and Qualifications:**

- Bachelor of Business Administration degree with specialization in Human Resources or University degree with post-graduate Human Resources diploma
- Certified Human Resources Professional (CHRP) or Certified Human Resources Leader (CHRL) designation, or working towards designation with commitment to achieve within prescribed timeline
- One to two years of direct Human Resources experience

### **Major Responsibilities:**

- Demonstrated working knowledge of multiple human resource areas, including recruitment, selection, compensation, training, return to work and accommodations, employment law, risk management and health and safety required
- Ability to develop, interpret, and implement company policies and procedures
- Excellent oral, written (including spelling and grammar), presentation and interpersonal communication skills
- Strong relationship-building ability; proactive, and resourceful
- Proficient computer skills and experience with Microsoft Office Suite including Word, Excel, Power Point and Outlook applications
- Demonstrated knowledge of change and project management practices
- Data analysis and basic research skills
- Committed to lifelong learning and continuous quality improvement. Action and solution-oriented individual, who is self-motivated and demonstrates high accountability and a commitment to achieving results
- Strong organizational skills and attention to detail. Solid judgment and good decision-making skills
- Demonstrates professionalism in dealing with confidential employee, client and Agency information and situations
- Able to work independently as well as part of a team
- Clear Criminal Record Check, including Vulnerable Sector Screening
- A valid Ontario G or G2 driver's license and a safe and reliable means of transportation

**Salary scale:** \$27.85 to \$36.47 per hour commensurate with qualifications and experience

**Benefits:** Comprehensive health benefit plan and registered retirement plan with HOOPP

**Canadian Mental Health Association, Muskoka-Parry Sound is a scent-free organization**

You are invited to submit your application **by 4:30 p.m. on June 4, 2020**, to:

**The Hiring Committee  
Canadian Mental Health Association, Muskoka-Parry Sound Branch  
173-202 Manitoba Street  
Bracebridge, Ontario P1L 1S3**

**Telephone: (705) 645-2262    Fax: (705) 645-7473    Email: [jobs@cmhamps.ca](mailto:jobs@cmhamps.ca)**

Canadian Mental Health Association Muskoka – Parry Sound (CMHAMPS) is an equal opportunity employer and we value the importance of diversity, dignity and worth of every individual in the workplace.

Qualified consumers/survivors and/or family members are encouraged to apply.

We retain all applications submitted for one year after the closing date of this posting for consideration in any future postings.

As part of our commitment to Accessibility, if you wish this information in a different format, please contact our office at 705-645-2262 or email [feedback@cmhamps.ca](mailto:feedback@cmhamps.ca). If you are contacted regarding a job opportunity, please let us know prior to the interview if you require accommodation.

We thank all applicants but only those selected for an interview will be contacted.