



## **JOB POSTING**

### **HUMAN RESOURCES MANAGER**

#### **Temiskaming District**

**Job Title:** Human Resources Manager

**Location:** District of Timiskaming

**Employment Type:** Full-Time - 37.5 hours per week – Monday to Friday 8:30 am – 4:30 pm

**Salary:** Starting at \$71,709.00 per year

We are seeking an experienced and strategic Human Resources Manager to oversee the full spectrum of HR functions in a unionized environment. Reporting to the Chief Executive Officer, this role is responsible for driving HR initiatives, fostering positive labour relations, recruitment, and ensuring compliance with applicable employment legislation and collective agreements. The ideal candidate is a proactive leader with strong interpersonal and relationship building skills and a deep understanding of union dynamics, as well as the unique demands of the health care sector.

#### **Key Responsibilities:**

- Manage all core HR functions, including recruitment, onboarding, performance management, training and development, compensation, employee engagement, and HR records and reporting systems
- Act as the primary liaison between management and union representatives
- Interpret and administer the collective agreement, ensuring compliance and consistency
- Lead grievance handling, investigations, and dispute resolution processes
- Provide guidance and coaching to managers on employee relations, labour laws, and HR best practices
- Support negotiations and collective bargaining processes
- Ensure compliance with all applicable employment standards, health and safety regulations, and organizational policies, including those specific to the health care sector
- Supervise the Scheduling department for front line workers
- Develop and implement HR policies, procedures, and programs aligned with organizational goals
- Oversee HR metrics, reporting, and workforce planning initiatives
- Promote a positive, inclusive, and respectful workplace culture that supports quality client care

#### **Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or related field
- CHRP/CHRL designation (or equivalent) preferred

- Minimum 5–8 years of progressive HR experience, including significant experience in a unionized environment (health care experience strongly preferred)
- Strong knowledge of labour relations, collective bargaining, and employment legislation
- Proven experience managing grievances and conducting workplace investigations
- Familiarity with health care regulations, accreditation standards, and best practices is an asset
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook, Teams)
- Experience with ADP Workforce Now and HR systems considered an asset
- Payroll experience is considered an asset
- Excellent communication, negotiation, and conflict resolution skills
- Ability to communicate effectively in English; French is considered an asset
- Valid driver's license and access to a reliable vehicle
- Ability to build trust and maintain effective working relationships with diverse stakeholders, including clinical and non-clinical staff
- Strong organizational and problem-solving abilities

**What We Offer:**

- Competitive salary and benefits package; pension plan
- Opportunities for professional growth and development
- Supportive and collaborative work environment
- The opportunity to make a meaningful impact on community health outcomes

**How** **to** **Apply:**  
 Please submit your resume and a cover letter outlining your qualifications and experience to [hr@homesupportservices.ca](mailto:hr@homesupportservices.ca) by May 7, 2026.

THS is committed to fair and equitable employment and in our recruitment and selection practices. We strongly believe in inclusion and diversity within our organization, and welcome all applicants including, but not limited to: racialized communities, all religions and ethnicities, persons with disabilities, LGBTQ2S+ persons, Indigenous people, and all others who may contribute to the further diversification of THS. We are committed to providing and fostering a respectful workplace for all employees, free from violence and harassment.

Upon individual request, THS will endeavour to remove any barrier to the hiring process to accommodate candidates, including those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact Human Resources in advance for assistance.