



**ADAPTABILITIES**  
CREATING SUCCESS FOR LIFE

*AdaptAbilities is a registered charity that provides an essential service to individuals with special needs and their families. Our unique programs promote positive self-care and well-being, empowering individuals to grow, succeed and belong. We are looking for dedicated professionals who share this vision to join our team. This is an opportunity to make a difference, supporting individuals to be a part of their community.*

## Human Resources Manager

### Purpose

The Human Resources (HR) Manager is responsible for developing and managing the strategic human resources framework and programs such as; recruitment, onboarding, off boarding, training and development, performance management, compensation, employee relations and HR policies. The HR Manager provides advice and counsel on compliance matters and works closely with executive, management and supervisors.

### Key Functions

- Manages the strategic development of human resources programs and services
- Oversee and coordinate internal and external training and recruitment activities
- Develop and provide recommendations for HR policies and processes
- Oversee HR activities such as hires, terminations, transfers, performance reviews and exit interviews
- Oversee the maintenance of records and reports concerning human resource-related data
- Provide guidance to supervisors and managers with respect to compensation, staffing initiatives, and employee relations
- Create HR initiatives designed to attract, retain, and engage a diverse employee group
- Develop and monitor the annual budget for the department
- In collaboration with the Finance Manager, create and develop all compensation and benefits practices within the organization
- Ensures compliance with employment standards, human rights act and labor laws

### Qualifications

- Diploma, degree or equivalent in human resources
- 3+ years of experience in the human resources field, non-profit experience is preferred
- 2-3 years of supervisory and leadership experience
- Broad HR generalist background including full cycle recruiting, employee relations, performance management, compensation and benefits
- Working knowledge of employment legislation and human resources best practices
- Working towards CPHR designation
- Prior experience with human resource information systems is an asset
- Strong organization and problem-solving skills, ability to prioritize multiple evolving tasks
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution and people management skills
- Clear Police Information Check and Intervention Record Check

### Working Conditions

This position is permanent full time position. Office hours Monday to Friday 8:00 am to 4:30pm

### Compensation Package

AdaptAbilities offers a competitive salary, an attractive health and dental benefit package, paid personal days, RRSP matching and Health Spending Account

**Deadline:** October 3, 2018.

Please email resume and cover letter quoting the position in the subject line to:  
[james.berge@adaptabilities.ca](mailto:james.berge@adaptabilities.ca)

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