**HUMAN RESOURCES MANAGER**

**Full-Time Permanent**

Fairhaven is proud to be one of the leading-edge Long-Term Care Homes in Ontario currently offering an exciting opportunity within our management team. We are currently seeking an experienced Human Resources Manager to join our compassionate, caring, and forward-thinking group of professionals. Fairhaven offers an extraordinary, dedicated, and considerate work environment that demonstrates core values while offering excellence in healthcare with a primary overall focus of improving the lives of our residents every day.

Fairhaven is committed to providing a positive and healthy work culture through consistent collaboration, open communication, along with ongoing training and professional development opportunities throughout our organization. Competitive compensation, extended health benefits, OMERS pension, employee assistance program and much more to making this position ideal for an exceptional Human Resources Professional.

**POSITION SUMMARY**

Reporting to the Executive Director, the Manager of Human Resources provides leadership on a full range of Human Resource services in a unionized environment. In addition, the Manager of Human Resources oversees the HRIS\COMVIDA application which includes the staff scheduling system. Direct reports include the Human Resources Generalist, Human Resources Co-ordinator, and Schedulers.

All Human Resources services are to be provided in a manner consistent with legislation/regulation; contractual obligations included in Collective Agreements; corporate policy and procedure statements; and corporate guidance included in mission, vision, values, and leadership philosophy statements.

**KEY RESPONSIBILITIES**

* Employee and Labour Relations
* Leadership and Management of the Human Resources Team
* Recruitment and Selection
* Health and Wellness
* Training and Development
* Employee Benefits and Pension
* HRIS\Scheduling Oversight

**QUALIFICATIONS**

* 5-10 years’ Human Resource/Labour Relations management experience within in a unionized environment. Prior experience in a Long-term/health Care setting considered an asset
* Able to lead and manage effectively in a large, multi-system, matrixed, fluid, and fast-paced environment
* Proficiency in Microsoft Word applications and HRIS Systems. Experience with COMVIDA would be an advantage
* Strong organizational skills with the ability to multitask and prioritize work, and meet deadlines while maintaining attention to detail and accuracy in a fast-paced environment
* Effective communication, problem solving, conflict resolution, and presentation skills
* Ability to maintain a high level of confidentiality in the workplace
* In-depth knowledge and understanding of Ontario Labour and Employment Legislation, Ontario Human Rights Code, Employment Equity Legislation, Ontario Workplace Safety and Insurance Act, Ontario Occupational Health and Safety Act, Federal and Provincial Payroll Tax regulations and the interpretation of Collective Agreements

We appreciate receiving all applications; however, only those candidates selected for an interview will be contacted.

All new hires must have received the full series of a COVID-19 vaccinations. Medical exemptions or any other kind of requested exemption based upon Fairhaven’s obligations pursuant to the Ontario Human Rights Code will be considered on a case-by-case basis.

Please note that employment with Fairhaven is contingent on receipt of a police and vulnerable sector screening free of criminal activities and satisfactory to Fairhaven’s screening policy.

Fairhaven is an equal opportunity employer; accommodation will be provided in accordance with the Ontario Human Rights Code.

Job Types: Permanent, Full-time

Pay: $90,000.00-$105,000.00 per year