

Position: Human Resources Generalist

Annual Salary: \$68,011-\$78,844

Hours: 35 hours/week
Flexibility is required
(Monday – Friday
8:30 a.m. – 4:30
p.m.)

File No.: FACSFLA-2323-23

**Number of
Positions:** 1

**Employment
Type:** Full-time Temporary
(Anticipated 6 months)

Location: 817 Division St,
Kingston (hybrid-
office and remote)

Date Posted: September 22, 2023

Closing Date: October 6, 2023

Family and Children's Services of Frontenac, Lennox and Addington is seeking a well-rounded HR Professional to join our team in the role of Human Resources Generalist within the Kingston office, where they will work in collaboration with our dynamic HR team.

Position Summary:

Reporting to Director of People and Culture, the Human Resources Generalist provides support in effective development and implementation of Human Resources programs, processes, systems and policies to support the achievement of Human Resources priorities and the alignment of these priorities with Family and Children's services of Frontenac, Lennox and Addington's (FACSFLA), cultural competency, mission, goals, and objectives.

This position plays a key role in enhancing FACSFLA's workplace culture by demonstrating a commitment to ensuring HR services are responsive to the needs of FACSFLA and will work collaboratively with the Director, People and Culture and the Human Resources team in the ongoing development of equitable, diverse and inclusive culture in every aspect of the HR Department.

Required Qualifications/Skills:

- University degree in Business, Human Resources or related field, CHRP designation considered an asset.
- Minimum of 3-5 years' experience in a human resources generalist role within a unionized environment, including demonstrated knowledge of employment legislation.
- Experience in recruitment, disability claims management, performance management and health and safety.

- Passion to incorporate equity, diversity and inclusion principals in human resources operation.
- Knowledge and understanding of Indigenous culture, traditions, beliefs, values, ceremonies, and teachings would be considered an asset.
- Sensitivity to the experiences of Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential
- Knowledge of relevant legislation, including Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act etc.
- Strong organizational and time management skills to multi-task in a high volume, complex environment and the conceptual skills to understand a broad range of administrative systems and services with attention to detail.
- Exceptional interpersonal skills, ability to work with all levels of the organization and maintain confidentiality.
- Experience working in HRIS and databases.
- Excellent verbal and written communication skills, including ability to make presentations.
- Conflict management skills, with a strong client service focus

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: recruitment@facsfla.ca Interested and qualified applicants are invited to apply in writing by October 6, 2023.
- Please include the competition number and the title of the position in the subject line of the email.
- Please submit cover letter and resume as single attachment.
- When applying for multiple positions, please submit a separate application for each position following the above instructions.

For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

We would like to thank all applicants; however only those selected for an interview will be contacted.

FACSFLA is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca.

