

Director of Human Resources and Administration

Community Living Upper Ottawa Valley (CLUOV) is a dynamic, innovative organization that supports local adults with developmental disabilities. Our vision is to assist in building an inclusive community, where individuals with an intellectual disability are included in community life.

We are currently recruiting for a Director of Human Resources and Administration. This is a permanent, full-time position.

Reporting to the Executive Director, this position oversees the financial and human resource activities of Community Living Upper Ottawa Valley. CLUOV has 140 staff, the majority of whom work in a unionized environment. The organization's budget is \$7.5 million and understanding the financial role of a not-for-profit organization is imperative. This role requires someone with proven leadership and supervisory experience, as well as exceptional communication skills.

Qualifications

- Related post-secondary degree or diploma in accounting, commerce, business management, administration or human resources (applicable designation preferred, i.e. CGA, CPA, CMA, CHRP) or significant proven experience in a financial or human resources management position
- Minimum of 8-10 years management experience preferably in a not-for-profit, unionized human services environment or experience in a senior financial role within a similar field
- Sound knowledge of provincial employment-related legislation, including but not limited to: Employment Standards Act, Ontario Human Rights Code, and the Accessibility for Ontarians with Disabilities Act
- Ability to attract, retain and develop the leadership talent in the agency to support the aspirational goals and the ability to implement systems to support individuals and the organization's accountability
- Ability to prepare reports, produce accurate work and maintain detailed and organized records
- Strong proficiency in Microsoft Office Suite programs
- Excellent communication skills and ability to deal professionally and discretely with sensitive issues and maintain confidentiality
- Demonstrated ability to create a positive work environment and facilitate a culture of collaboration and teamwork between managers and employees
- Superior organizational, administrative and planning skills
- Strong presentation skills, written and oral
- Mediation training and strong negotiations skills essential
- Valid driver's licence

Additional Information

The salary range for this position is \$73,500 - \$89,200. In addition we offer a generous benefits package (OMERS pension plan, dental, health, etc.)

Qualified individuals are invited to submit a resume and cover letter to gbrum@cluov.ca by November 9, 2018.

Community Living Upper Ottawa Valley is committed to developing an inclusive, barrier-free selection process and work environment. If contacted in relation to the selection process for this posting, please advise human resources of accommodation needs to enable you to be assessed in a fair and equitable manner.