



Corporate Office
200 Boullee St.
New Hamburg, ON
N3A 2K4

JOB POSTING

Director Human Resources

Tri-County Mennonite Homes (TCMH) provides leadership in service to seniors and developmentally disabled individuals by dedicated staff and volunteers. TCMH has three operating divisions in New Hamburg and Stratford. This position resides within the New Hamburg corporate office which provides human resources, accounting, development, capital planning, information technology, and strategic planning to the operating divisions.

Responsibilities include:

- Co-ordination of the development and implementation of current human resources policies and practices
- Recruiting, screening, hiring, wage and salary administration
- Developing cross divisional strategies to meet human resources' needs
- Advising other managers within TCMH on handling WSIB claims and other human resource issues
- Ensuring procedures are in place for accurate payroll payment
- Managing the job evaluation process to ensure appropriate job ratings are maintained
- Recommending updates to wage grids that fit with the TCMH strategy and budget

Required Skills and Competencies:

- Thorough knowledge of human resource management
- Knowledge of relevant Acts and Regulations such as the Employee Standards Act, Labour Relations Act, Human Rights Code, and Employment Equity
- Understanding of labour relations and union contracts
- Proficient computer skills (Microsoft Office, GoldCare, is an asset)
- Excellent oral and written communication skills
- Well-developed interpersonal skills and the ability to interact effectively with senior management, colleagues and employees

Education and Experience:

- Five years of relevant experience
- Degree or diploma in Human Resources
- Experience with WSIB claims
- Proven experience in the areas of wage and salary administration, job evaluation, recruiting, policy preparation, benefits' administration, grievance and disciplinary procedures

Submit your resume by July 31, 2010 to:

John Ruetz, Chief Financial Officer
e-mail: employment@tcmhomes.com

We thank all applicants for their interest. Only those selected for an interview will be contacted.