

Human Resources Specialist Job Posting

Family Service Thames Valley is a not-for-profit multi-service agency that strengthens individuals, couples, and families as they face life challenges. It supports the well being of people, organizations and communities through counselling, education, collaborative planning, outreach and advocacy.

Position Summary:

FSTV is seeking a part-time (0.6 FTE) Human Resources Specialist. The duties of our Human Resources Specialist will consist of recruitment, creation/maintenance of personnel policies, ensuring safety and regulatory compliance in the workplace, effective training programs, and other HR programs. The Human Resources Specialist will be expected to maximize the effectiveness of Family Service Thames Valley staff, students and volunteers, and ensure that their activities are well planned, coordinated and directed.

Required Qualifications, Experience & Skills:

- A post-secondary education
- A CHRP designation
- Human Resources experience
- Excellent communications skills, verbal and written
- Excellent inter-personal relation skills
- Good computer skills
- High level of personal integrity
- Self-starter
- Demonstrated commitment to Health & Safety

We thank all applicants for their interest, only those selected to proceed will be contacted.

Family Services Thames Valley is an equal opportunity employer and committed to administrative fairness and equitable employment practices, should you require accommodation in making an application please contact Brenda Tipping at btipping@familyservicethamesvalley.com or 519-433-0183 ext. 8301

Please submit resume and letter of interest by **September 3, 2018** to:

Frank Pyka, Executive Director
Family Service Thames Valley
125 Woodward Avenue
London ON, N6H 2H1
employment@familyservicethamesvalley.com
Fax: 519-433-4273