



CORNERSTONE/LEPILIER
Housing for Women/Logements pour Femmes
"The Anglican Church Serving the Community"

Human Resources Manager

Cornerstone is looking for a Human Resources Manager. If you are looking for a challenging job in an organization that makes a real difference in the lives of some of Ottawa's most disadvantaged women and you meet the requirements of this generalist role, please consider applying. Candidates must have experience in a unionized environment and excellent computer skills.

Mission Statement

Cornerstone Housing for Women offers emergency shelter and supportive housing for a diversity of women. Our services are offered in an environment which promotes dignity and a sense of hope. We are committed to public education and advocacy and strive to increase safe, affordable housing and to end homelessness.

Service Description

Cornerstone offers emergency shelter and affordable supportive housing for women at risk of homelessness in five residential facilities. Residents are provided with temporary and permanent accommodation, basic necessities, and support to work toward their personal goals for sustainable living.

Job Summary

The Human Resources Manager is responsible for the development and oversight of the personnel management systems, including the retention of Human Resources Information System data and the policies and practices of Cornerstone. They provide support and guidance to Cornerstone's Senior Managers in the selection, supervision, training support, discipline and evaluation of program employees. They take leadership in preparations for Collective Bargaining and in implementation of Collective Agreements. They represent Cornerstone on the Personnel Committee of the Community Ministries Development Committee. They are responsible for promotion of a positive and safe workplace that reflects Cornerstone's commitment to fair and just employment practices.

The Human Resources Manager supervises the Volunteer Coordinator of Cornerstone, and the Human Resources activities of the Administrative Clerk and the summer Administrative Student.

The Human Resources Manager is an employee of the Anglican Diocese of Ottawa, and reports directly to the Executive Director of Cornerstone.

Please submit all applications to: jobapplications@cornerstonewomen.ca by midnight on 26 September 2019 putting "HR Manager" in the subject line of the email.

Interview times will be arranged with those whose applications meet the stated requirements as supported by a cover letter and résumé which outline how applicants meet the posted qualifications.

Applicants who require accommodation for disabilities in order to participate in the recruitment should indicate this in their email at the time of their submission.

Cornerstone is an Equal Opportunity Employer and actively encourages diversity in our staff team.

Please see Cornerstone Website for Job Description