

CAREER OPPORTUNITY

HUMAN RESOURCES

COORDINATOR

Non-Union,
Non-Management

Contract
Full-Time

At Linck Child, Youth & Family Supports (“Linck”), formerly Chatham-Kent Children’s Services, we recognize:

- There is an over representation of Indigenous, Black, and 2SLGBTQ+ families in the child welfare system
- Systemic racism and colonization have shaped how we provide service and have harmed, and continue to harm, those that we serve
- Children, youth and families should have the right to receive service in the language that they understand best
- We need to change the way our system works with children, youth, families and communities
- To change how we work, we need to change who we are and how we make decisions

WE ARE LOOKING FOR PEOPLE WHO IDENTIFY AS:

- ◇ Indigenous
- ◇ Black
- ◇ Bilingual-French Speaking
- ◇ 2SLGBTQ+
- ◇ Racialized

TO JOIN OUR TEAM

Are you ...

- Committed to standing up for people’s rights; being anti-racist, anti-transphobic; and, celebrating all the different parts that make someone who they are?
- Prepared to advocate boldly for the changes that are needed in the child welfare system?
- Willing to actively participate in change?

If yes, we encourage you to review the full Job Posting details attached.

We welcome applicants submitting their cover letters and resumes to voluntarily self-identify as part of the application process.

Please send your resume with attention to:

Human Resources
Linck Child, Youth & Family Supports
hr@linck.org

CLOSING DATE: January 29, 2024 at 4:30pm

We welcome applications from racialized groups; First Nation, Inuit, or Métis persons; persons with disabilities; persons of any sexual orientation; and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process in accordance with the Ontario Human Rights Code.



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Posting: 01-2024

HUMAN RESOURCES COORDINATOR

Linck serves the children and families of the Chatham-Kent Municipality and includes child protection, children's mental health, child development and prevention.

Linck is an accredited multi-service agency that responds to the unique dynamics of our families. We support the well-being and safety of our children and their families through evidence-based practices and collaboration with community partners. Together, Linck employees strive to foster an environment that encourages positive growth, professional development and progressive change.

Chatham-Kent has a population in excess of 110,000 and is ideally situated mid-way between Windsor and London on the shores of Lake Erie.

Compensation & Benefits

- Competitive hourly rate
- Enrollment in OMERS Pension Plan, optional
- Hybrid Work Model
- and more!

Linck Child, Youth & Family Supports ("Linck") requires one (1) contract, full-time (70 hours bi-weekly) **Human Resources Coordinator**. The start date of this position will be as soon as possible and will last until June 13, 2025 (inclusive).

Working as part of the Human Resources team, the incumbent will provide a broad range of day-to-day support and confidential services in the delivery of Human Resources operations. Responsible for full cycle recruitment; entry of employment records into the HRIS system; entry and auditing of benefit enrollment and changes; maintenance of personnel records; WSIB claims management; participate in Joint Health and Safety Committee meetings; strong knowledge of the Employment Standards Act and other applicable legislation; experience working in a unionized environment would be considered an asset; providing management and staff with guidance on the interpretation and assist with the implementation of the Collective Agreement, Handbooks, policies and procedures, and applicable legislation; and carries out a range of other duties as required.

Qualifications:

- Post-secondary education (minimum three (3) year) with a focus in Human Resources Management.
- Minimum three (3) years experience in related Human Resources functions.
- Proficiency in Microsoft Office programs.
- Experience working with Ceridian Dayforce, Desjardins Insurance, Green Shield Canada, and WSIB are considered assets.
- Preference will be given to persons with a strong understanding and extensive experience working with other cultures, heritages and traditions.
- A commitment to developing the highest quality culturally-responsive service possible for the various communities that we serve.
- Ability to self-manage, work independently, and as part of a team with ability to exercise tact, diplomacy, sound judgement, and attention to detail.
- Bilingual in French is considered an asset.
- Excellent oral and written communication skills.

Please submit your resume by **4:30 pm on January 29, 2024** quoting the posting number to:

Human Resources
Email: hr@linck.org

Only those candidates selected for an interview will be contacted.

January 11, 2024

We welcome applications from racialized groups; First Nation, Inuit, or Métis persons; persons with disabilities; persons of any sexual orientation; and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process in accordance with the Ontario Human Rights Code.

More information about the communities within the Municipality of Chatham-Kent and Linck.

Learn all about:

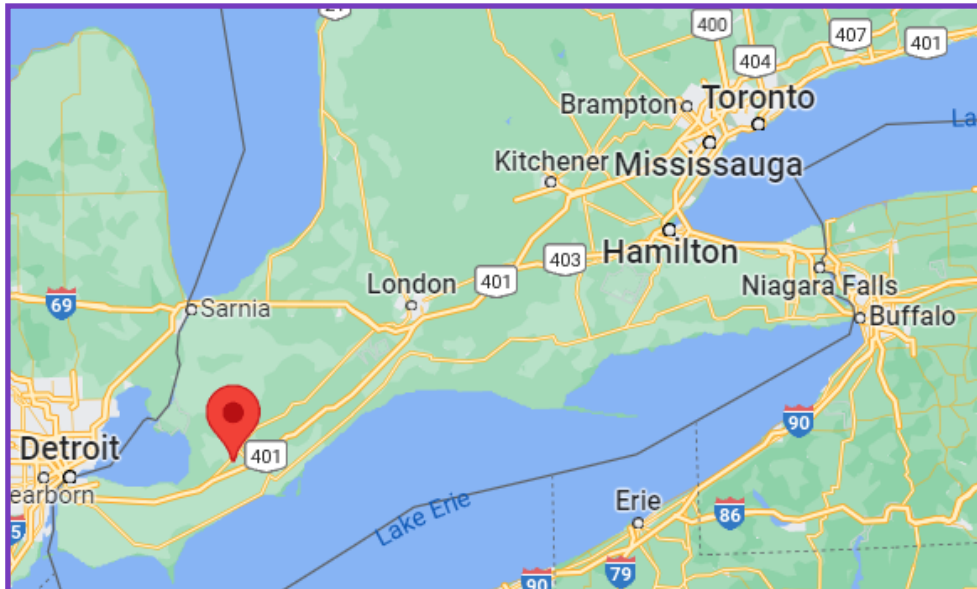


- [Linck Child, Youth & Family Supports](#)



- [Chatham-Kent](#)

- Indigenous Communities
 - [Traditional Territory Acknowledgment](#)
 - [Lunaapeew of the Delaware Nation](#)
 - [Walpole Island First Nation, Bkejwanong Territory](#)



Connect with us on Social Media to learn more about what we're doing within the communities.

