

## Human Resources Generalist

The Canadian Mental Health Association - Cochrane-Timiskaming Branch (CMHA-CT) is a part of Canada's longest standing mental health organization. CMHA-CT is a non-profit charitable organization committed to promoting the mental health of everyone and to supporting the resiliency and recovery of those who experience mental illness and addictions through community-based services.

In keeping with the CMHA Cochrane Timiskaming Branch's (CMHA-CT) mission and strategic plan, the Human Resources Generalist is a key member of the Corporate Services Team and has a strong commitment to supporting the psychological health and wellbeing of the workforce. The incumbent supports positive relations within the employee population and with the Union and is responsible for providing advice and guidance to managers and employees regarding all human resources issues.

The Human Resources Generalist portfolio also includes Accreditation, Health & Safety, Pay Equity, Workplace Wellness, and French-language Services.

### Summary of Responsibilities:

- Support all processes related to the life cycle of employment;
- Administer all processes related to the employee group benefit and pension plans;
- Coordinate and maintain the organization's Professional Development and Organizational Training Programs;
- Coordinate all leaves of absence and develop safe and effective return to work programs;
- Administer WSIB, short-term, and long-term disability claims;
- Support positive labour relations by providing guidance on issues related to the collective agreement and CMHA-CT policies;
- Maintain job descriptions for all positions within CMHA-CT;
- Ensure all HR-related policies are current and reflect current federal and provincial legislation;
- Coordinate the Service Award and Workplace Wellness programs.

### Requirements

- A university degree specializing in human resources, or a college diploma in human resources with at least 5 years' experience in a similar capacity;
- Possession of the CHRP designation would be an asset;
- Sound knowledge and experience with human resources practices and principals including an understanding of relevant federal and provincial legislation;
- Strong disability management experience, both occupational (WSIB) and nonoccupational (short-term and long-term disability);
- Demonstrated experience with full cycle of employment;
- Effective problem-solving and decision-making skills;
- A strong ability to navigate conflict and support positive outcomes;
- A well-defined sense of diplomacy, including negotiation, conflict resolution, and people management skills;
- A keen ability to communicate with people sensitively, tactfully, and professionally;
- The ability to handle a significant workload while prioritizing the needs of the organization and the employees;
- Very high attention to detail and confidentiality in all aspects of the job;
- Strong computer skills (Microsoft Word, Excel, PowerPoint, Outlook, Visio) and HR data management systems;
- The ability to provide services in French at an advanced level is important.

For a complete job description, please contact Human Resources by e-mail at [humanresources@cmhact.ca](mailto:humanresources@cmhact.ca).

This is a permanent full-time non-unionized position. We offer a comprehensive compensation program and the opportunity to work alongside a team of energetic and passionate employees who are committed to improving the lives of those who rely on us for support.

Interested candidates should submit a cover letter and resume focused on personal achievements relevant to the position to:  
[humanresources@cmhact.ca](mailto:humanresources@cmhact.ca)

For more about the Canadian Mental Health Association – Cochrane Timiskaming Branch  
and the important work we do, visit us at [www.cmhact.ca](http://www.cmhact.ca).

*Please advise us if you will require accommodation in accordance with the Ontario Human Rights Code or the Accessibility for Ontarians with Disabilities Act to properly participate. We would be pleased to assist you.*