



Human Resources Director

Ability Resource Association, in Lethbridge, Alberta, is recruiting a Human Resources Director who will support Human Resource practices and systems to meet the current and future needs of this service-focused, non-profit business. This role includes oversight and support of the organization's Health & Safety Program. This is a senior management position reporting to the Executive Director.

Minimum qualifications:

- Degree (in any program) with CPHR Designation in progress
- 3 years of experience in a Human Resources role
- 3 years of experience in a Supervisory/Leadership role
- Excellent oral and written communication skills
- Fully competent in Microsoft Office Suite

The ideal candidate will have:

- CPHR Designation
- Human Resources Management or related degree
- 5 or more years of experience in Human Resources role
- 5 or more years of experience in a Supervisory/Leadership role
- Experience with Occupational Health & Safety legislation, policy & procedure
- Experience with operations of a non-profit, charity
- Excellent oral and written communication skills
- Fully competent in Microsoft Office Suite, databases, online platforms and programs
- Experience in Human Resource matters for people with disabilities

Primary Responsibilities will include:

- Member of the Management Team, providing support and direction for the organization's operations that aligns with the vision, mission, values and strategic directives
- Oversee and manage Human Resource programs, policies and practices
- Oversee administration and application of the Health & Safety Program
- Use of technology, online programs and platforms
- Affiliations with professional associations and business networking groups

Requirements:

- Current Police Information Check including the Vulnerable Sector
- Permanent full-time, typically 37.5 hours/week, Monday-Friday, office environment, with flexibility for after-hours work occasionally
- Ability to work in three operational worksites as needed, personal vehicle use required.

Competitive Salary and Benefits, including vacation and sick leave.

This posting will remain open until a suitable candidate is found. Please submit resumes electronically to abilityresourceleth@gmail.com.

About Ability Resource Association:

The Ability Resource Association (Ability) is a charitable non-profit organization that has been supporting the success of people with disabilities in our community since 1953. Ability operates two service divisions in Lethbridge: Ability Resource Centre and JobLinks Employment Centre and two Bottle Depots. Ability offers competitive salaries, benefits, work-life balance and a positive work environment. Ability focuses on continuous improvement and maintains accreditation through Alberta Council of Disability Services and a Certificate of Recognition (COR) through Alberta Association of Safety Partnerships. More information about Ability Resource Association is available on our website www.abilityresource.ca