



Inspire - Community Support Services is a non-profit, multi-service community-based agency. The agency is currently looking to fill a full-time Manager of HR, Administration and Quality Assurance position who will be responsible for the management of human resources, administration processes and compliance elements in collaboration with other department managers to promote quality services. This position will work out of our main office in Cornwall and travel may be required.

**Position Title:** **MANAGER OF HR, ADMINISTRATION AND QUALITY ASSURANCE  
(FLS DESIGNATED POSITION)**

**Reporting Relationship:** Reports to the Director of Finance, Human Resources and Administration

**Role accountabilities:**

- Human Resources Management – develops, implements, and maintains HR policies and procedures. Prepares job postings, conducts interviews, completes documentation and orientation, facilitates language testing, and provides training as required.
- Administration – develops, implements, and maintains efficient administrative processes to ensure optimal service delivery. Assists with the overall building property management services such as maintenance, upkeep, and repairs of the agency's properties.
- Quality Assurance and Compliance – maintains knowledge of current Quality Assurance Measures (QAM) standards, compliance legislation, best practices, and policies and procedures affecting all agency programs and services. Prepares all outside paid resources and private support worker Purchase of Service Agreements while applying QAM requirements.
- People Leadership – ensures an effective organizational structure and clarity in roles and responsibilities.
- Communication - interacts with employees with a focus on the provision of operational support and the exchange, collection, and dissemination of information.

**Position Requirements:**

- Completion of a university degree or college diploma in human resources, commerce or business administration.
- Greater than 3 years previous work experience in human resources. CHRP designation an asset.
- Must be fluently bilingual (oral and written). FLS testing will be required prior to job offer.
- Knowledge of recruitment and selection, orientation, onboarding policies, training and development, and human resources administration procedures and processes.
- Knowledge of relevant governing legislation, collective agreements, policies, and procedures.
- Knowledge of office productivity software and databases, and technology devices.
- Knowledge of quality assurance and compliance measures.



**Employment and Working Conditions:**

- Works in an office environment.
- Police Reference Check for the Vulnerable Sector required.
- Valid Ontario Driver's License and reliable transportation.
- 35 hours per work week.
- Competitive compensation and benefits package.
- Competitive vacation time and leave time.

All interested parties are invited to submit their resume and cover letter to the attention of Lisa Waldroff, Director of Finance, Human Resources & Administration, via email at [lwaldroff@inspire-sdg.ca](mailto:lwaldroff@inspire-sdg.ca)

Inspire Community Support Services is committed to Employment Equity. We welcome diversity in the workplace and encourage applications from all qualified individuals including members of visible minorities, aboriginal persons, and persons with disabilities. We comply with the AODA (Accessibility for Ontarians with Disabilities Act) and will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities. Applicants need to make their accommodation needs known when contacted.

We thank all applicants for their interest, however, only those under consideration will be contacted.