



## Human Resources Generalist

Full-time · Permanent · Non-Unionized

Andrew Fleck Children's Services is looking to hire a Human Resources Generalist to join our HR team! The HR Generalist plays a critical role within the agency, overseeing day-to-day human resources operations while providing strategic guidance to leadership and staff. This role requires deep knowledge of Federal and Provincial employment legislation, strong technological aptitude, and the ability to lead and advance the agency's Equity, Diversity, Inclusion, and Indigeneity (EDII) strategy. The successful candidate will also provide direct supervision to staff and support a positive, high-performing workplace culture. If you believe you are the perfect candidate for this role, apply now to join our growing team!

**Available from:** March 2<sup>nd</sup>, 2026  
**Salary:** \$36.07 to \$40.15 per hour, (Annual- \$70,336.50 to \$78,292.50) + 6% RRSP  
Compensation Includes: 4 weeks of vacation annually, Health and Dental, Paid sick leave, Personal Days, Special leave  
**Hours:** 37.5 hours per week  
**Location:** 700 Industrial – hybrid model remote work and office  
**Closing date:** February 12<sup>th</sup>, 2026  
**Apply:** E-mail: [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

### What Andrew Fleck Children's Services offers...

- ✓ Competitive salary above market rate
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of salary
- ✓ 18 days of sick leave per year and 9 days of special leave, including 2 personal days
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A chance to grow – personally and professionally – through workshops, mentorship programs and courses, to upgrade skills, and develop new areas of expertise
- ✓ Participate in career development opportunities for a variety of different position types available within the AFCS organization
- ✓ A strong commitment to equity and diversity in the workplace and community

### In this role you will...

- ✓ Work closely with the Chief Human Resources Officer to support Human Resources & Legislative Compliance, EDII Leadership, Technology & Systems, and Supervision & Leadership
- ✓ Ensure full compliance with Canadian employment legislation, including Federal and applicable Provincial laws related to employment standards, human rights, occupational health and safety, pay equity, privacy, and labour relations
- ✓ Provide expert guidance to leadership and staff on HR policies, practices, and employee relations matters
- ✓ Lead the development, implementation, and ongoing evaluation of the agency's EDII strategy
- ✓ Act as a subject matter expert and champion for equity, diversity, inclusion, and Indigeneity engagement across the organization
- ✓ Support inclusive recruitment, onboarding, retention, and professional development practices
- ✓ Provide training, tools, and guidance to leadership and staff to foster an inclusive and respectful workplace culture
- ✓ Demonstrate exceptional aptitude with HR technology, including HRIS, payroll systems, recruitment platforms, and digital collaboration tools
- ✓ Optimize HR processes through effective use of technology and data
- ✓ Maintain accurate and confidential employee records and HR documentation
- ✓ Provide day-to-day supervision and coaching, project coordination
- ✓ Contribute to organizational planning and leadership initiatives as a trusted advisor

### To qualify for this role you have...

- ✓ Post-secondary education in Human Resources, Industrial Relations, Business Administration, or a related field
- ✓ CHRP/CHRL designation (or working toward) strongly preferred
- ✓ 3 plus years of progressive HR experience at a Generalist /Consultant level, preferably in a unionized or not-for-profit environment
- ✓ Strong, practical knowledge of Canadian employment legislation (federal and provincial) including the Ontario Employment Standards Act; OHSA, WSIA
- ✓ Demonstrated experience leading EDII initiatives or strategies
- ✓ High level of comfort and proficiency with HR technology and digital tools. Demonstrated experience with Ceridian-Dayforce an asset.
- ✓ Proven supervisory or people-management experience
- ✓ Previous experience in a unionized environment is an asset
- ✓ Bilingual in English and French preferred
- ✓ Excellent knowledge of MS Office
- ✓ Excellent verbal and written communication skills
- ✓ Excellent customer service skills
- ✓ Excellent attention to detail

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

APPLY TODAY!