



# Human Resources Manager

**Community Connections Inc. is a non-profit organization based in Summerside, PEI, dedicated to providing employment, residential, and support services to adults with disabilities. With a focus on individuals with intellectual disabilities, our mission is to empower clients to achieve their full potential, access community resources, and participate meaningfully in their community. Our employees play a critical role in fostering meaningful relationships with the individuals we serve and supporting their independence and well-being.**

Community Connections Inc. is seeking an experienced, energetic, and collaborative HR professional to join the management team to lead our people management and development strategies. The **Human Resources Manager**, provides leadership, oversight, and direction to Managers, Supervisors and staff in all aspects of human resource management, labour relations and occupational health and safety for approximately 100 employees across multiple worksites. These employees are represented by the Union of Public Sector Employees (UPSE). This role offers an exciting opportunity for a proven HR leader who brings strategic insight, a passion for innovation in people practices, and a track record of driving organizational excellence.

## Key Responsibilities:

- As a member of the Management Team, collaborate in the development and fostering of the vision and mission of Community Connections, and an organizational culture that reflects the philosophy, values, and principles of the organization.
- Ensure the development of a positive workplace culture through the promotion of collaborative relationship building with all stakeholders.
- Provide consistent, quality advice to management on complex human resource and labour relations matters with respect to the administration of existing legislation and collective agreement.
- Develop and implement sound organizational policies and procedures that are consistent with the vision and values of Community Connections Inc.
- Lead or participate in joint union/management committees established under the provisions of the collective agreement or initiated by the employer, including the Occupational Health and Safety Committee and the Labour Management Committee.
- Participate in collective bargaining activities by researching areas of concern, analyzing proposed changes, and forwarding proposals which reflect the values of a progressive employer.
- Collaborate with internal and external stakeholders on workplace accommodation matters, and support the development, coordination, and management of employee return-to-work programs in alignment with organizational policies and legislative requirements.
- Facilitate labour relations, human resources management training, and workplace relations training for managers, supervisors, and staff.
- Consult with the union and employer on collective agreement, disciplinary, and grievance actions.
- Coordinate mediation of workplace allegations and/or conflicts involving employees, including conflicts between employees and management.
- Lead and support harassment complaint investigations, workplace investigations, and workplace assessments, as required by organizational needs and in accordance with applicable policies and legislation.
- Provide occasional support to the on-call rotation as needed, ensuring flexibility and collaboration within the team.
- Perform other related duties as assigned to support departmental and organizational goals.

## Qualifications:

- A university degree in a related discipline, combined with training or coursework in labour relations, human resource management, or occupational health and safety, is preferred.
- Relevant work experience in professional or leadership/management roles including direct experience in human resource management functions.
- Experience in dispute resolution, negotiations, policy development, and grievance handling is required
- Applicants must have strong communication, superior interpersonal, problem solving, and organizational skills and have demonstrated analytical abilities.
- Demonstrated ability to use word processing, spreadsheets, HR information systems, presentation software, email and other related platforms.
- Chartered Professional in Human Resources (CPHR) designation is considered a strong asset.
- Demonstrated equivalencies may be considered.

**Salary:** \$64,819 to \$77,299 per year

**Benefits:** Comprehensive Group Insurance, Substantial Pension Plan Match

To explore this career opportunity with Community Connections Inc., please submit your cover letter and resume by email to [hr@ccpei.ca](mailto:hr@ccpei.ca) or in person at 701 Water Street West, Summerside.

**Deadline to apply: July 16, 2025**

*We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.*