



NORTHERN YOUTH SERVICES INC. / SERVICES A LA JEUNESSE DU NORD

EMPLOYMENT OPPORTUNITY

HUMAN RESOURCES MANAGER

COMPETITION #2026-02

(1 POSITION - NEW)

Northern Youth Services Inc. envisions a future where all youth have the skills and opportunities they need to respond positively in any situation.

For the youth we serve – those currently, or at risk of being in conflict with the law.

Our vision is to have youth succeed and contribute positively to society.

Our mission is to deliver highest level services by providing youth with the tools to succeed.

We value a youth-centred, strength-based approach that recognizes diversity and accountability.

Northern Youth Services Inc. is responsible for the delivery of Youth Justice Detention/Custody Programs and Community-based Programs.

LOCATION OF POSITION: Sudbury/North Bay, ON

SCHEDULE: Permanent Full-Time, 40 hours per week (Monday - Friday, 9-5). Occasional on-call as required.

ANNUAL SALARY: \$75,000 - \$85,000

MINIMUM QUALIFICATIONS:

- Diploma/Degree in Human Resource Management or related field from an accredited College or University
- Has relevant skills and experiences directly relevant to the job specification (5+ years' experience in a similar role, CHRP/CHRL designation or in progress)
- Strong working knowledge of Ontario employment legislation and requirements
- Knowledge of Youth Justice programs and services including the Child and Youth Family Services Act and Youth Criminal Justice Act.
- Must provide a clear Police Broad Records Check (Criminal Reference Check)
- Valid Ontario Driver's License (Class G) with a safe driving record
- Excellent interpersonal skills with the ability to interact and build relationships proactively with employees at all levels
- Strong oral/written communication skills
- Computer competency (Microsoft Office)
- French language requirement

OVERVIEW OF RESPONSIBILITIES/DUTIES:

- Reports directly and is accountable to the Executive Director
- Acts as a leader in the operations
- Promotes and manages Strategic Plan goals - Building Strengths, Building Futures
- Initiate/manage the end-to-end recruitment and performance, employee relations, change management, best practices, performance management, employee culture and engagement
- Maintain an environment that promotes effective working relations with unionized and non-unionized employees.
- Understand, implement and follow all articles in the Collective Agreement
- Policy and Procedure compliance
- Maintain Partnerships and Collaborations, Community relations, liaise with other Children and Youth serving agencies and related services
- Scheduling and time/attendance
- Financial accountability for all expenditures within operating budgets

BENEFITS: Dental care, Vision Care, Disability Insurance, Extended Health Care, Life Insurance, Paid Time Off, RRSP Match

Posting available in French upon request

To learn more about Northern Youth Services Inc. please visit our website at <https://www.northernyouthservices.ca/>

APPLY by January 23, 2026, 4 PM
by submitting a cover letter and resume via e-mail to
hiring@noryouth.ca