

Human Resources & Communications Manager

Burlington, ON | Full-Time (37.5 hrs/week)

CAMA Woodlands Long-Term Care Home has been serving seniors with compassion since 1970. As a Christian long-term care home, our leadership team is expected to support and uphold the Home's mission, vision, and values, which are rooted in our Christian faith. We are seeking a motivated **Human Resources & Communications Manager** to join our leadership team.

In this role, you'll oversee HR functions including recruitment, onboarding, orientation, staff education, payroll backup, performance management, labour relations, and staff engagement. You'll play a key role in building positive staff relationships and ensuring compliance with employment legislation — all while helping to nurture a workplace culture that reflects our Christian values of dignity, respect, and trust.

Qualifications

- Diploma in Business Administration or a related field required; bachelor's degree an asset
- CHRP/CHRL designation considered an asset
- Experience with HRIS platforms (e.g., Staff Schedule Care, GoEasyCare)
- Strong computer skills (Google Suite, Microsoft Word, Excel)
- Excellent organizational, communication, and project management skills
- Proven ability to work effectively in a unionized environment
- Skilled in negotiation, mediation, conflict resolution, and employee relations
- Health care or long-term care experience considered an asset
- Commitment to supporting the Christian mission, vision, and values of CAMA Woodlands
- Vulnerable Sector Police Check (within 6 months of hire)

Why join us:

- Competitive compensation (based on experience)
- Full benefits after probation
- A caring, faith-based environment where you can make a meaningful impact

Apply today with your resume and cover letter via Indeed or email. Please describe how your experience will enable you to support and contribute to the Christian mission and values of CAMA Woodlands.