



Compass Community Health offers primary care health services and health promotion programs to diverse communities and individuals.

We are currently seeking a:

Human Resources Specialist
Contract 12-Month – Full Time (37.5 hours/week)
Estimated Start Date – June 2026
Annual Salary Range: \$46,224 - \$54,379

What we're looking for:

- A self-motivated professional with a get-things-done attitude!
- Excellent communication and organizational skills and works well with an interdisciplinary healthcare team;
- Experience with recruitment activities, pay and benefits and other HR related activities;
- Working knowledge of employment related legislation;
- Strong ability for diplomacy, and a high degree of confidentiality;
- Diploma or Degree in Human Resources Management/Business Administration;

What you can expect to do:

- Assist with the day to day Human Resources functions and duties (processing leaves, terminations, new hires, etc.);
- Coordinate the full scope of the recruitment and new hire onboarding activities;
- Manage and maintain personnel files;
- Assist with payroll and benefits administration;
- Coordinate Human Resources projects

If you are interested in this position, we invite you to review the **Human Resources Specialist** job description on our website under Careers at <http://www.compassch.org/> for additional job related information.

In return for your results-orientation and dedication, we offer a competitive salary based on experience and qualifications; and option to enroll in the HOOPP pension plan.

Please respond in confidence by Thursday, March 19, 2026 at 4:00pm to:

Human Resources Specialist

Email: hr@compassch.org

We thank all applicants for their interest, only those selected for an interview will be contacted.

Compass Community Health is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources at 905-523-6611 ext 3033 if you require accommodation.