**

**Human Rights Specialist (Hybrid)**

**About Thames Valley District School Board**

The Thames Valley District School Board (TVDSB) is the fourth largest school board in Ontario and a major employer in one of Canada’s fastest growing regions. Our inclusive and diverse board serves 83,000 students and employs nearly 12,000 staff across the City of London, Elgin, Middlesex and Oxford Counties, Chippewas of the Thames First Nation, Munsee Delaware Nation and Oneida Nation of the Thames. We offer competitive benefits including a pension program and comprehensive mental health and well-being support. Best of all, every role at TVDSB directly supports the success of children and families in YOUR community. Join TVDSB to build each student's tomorrow, every day!

**About the Position**

Reporting to the Diversity and Equity Coordinator, the Human Rights Specialist will support the promotion and protection of human rights within the TVDSB through receiving, processing, analyzing, investigating, and participating in the early resolution of human rights-related concerns or complaints from students, families, staff and community members. Maintaining a position of independence and impartiality within the organization, the Human Rights Specialist will engage with students, families, community and staff on human rights-related matters, provide mentoring and support to employees, and develop and deliver human rights-based training and professional development. The Human Rights Specialist will identify, analyze and report on potential systemic human rights and equity issues indicated by resolution efforts related to individual complaints.

**Key Responsibilities**

* Participate in early resolution of human rights-related concerns and complaints
* Conduct intakes, develop investigative plans for human-rights related complaints
* Develop and deliver training and provide mentoring for human-rights related topics
* Demonstrate an understanding of all dispute resolution techniques
* Demonstrate an understanding of restorative practices and culturally responsive dispute resolution strategies
* Demonstrate an understanding of workplace harassment (code-based) investigations
* Demonstrate understanding through lived and/or professional experience of anti-colonial, anti-racist, and anti-oppression principles and practices
* Demonstrate a high level of professional independence and impartiality.

**What You Bring**

* Comprehensive knowledge of the Ontario Human Rights Code, Canadian Charter ofRights and Freedoms is required
* Ability to work within unionized and non-unionized employee groups
* Strong analytical and critical thinking skills with the ability to research and identify reliable sources of information
* Acute ability to resolve disputes and maintain steady composure
* Ability to strictly maintain confidentiality
* Proficient in computer systems such as Outlook 365, MS Office Suite, etc.
* Excellent interpersonal skills with effective communication skills, both orally and in writing
* Ability to work both independently and part of a team
* Completion of a University Degree in law, human rights or equity related discipline, humanities, social sciences or equivalent
* A minimum of three (3) years of related work experience is required
* Experience in a large public sector organization is preferred
* An equivalent combination of education and experience, including lived experience may be considered
* Class G driver’s license and access to a personal vehicle is required

To apply to this vital human rights role in public education, submit your application to **Phelps** by clicking here: <https://bit.ly/3JMiNvo>

Application deadline: **August 7, 2023**

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401 Bay Street, Suite 1400, Toronto, ON M5H 2Y4  
Phone: 416 364 6229

The recruitment process requires a criminal background check for work with vulnerable persons.

If you were educated outside of Canada, you must have your certificates and/or diplomas or degrees assessed against Canadian education standards. This will enable you to provide proof of Canadian equivalency when applying for a job. The Alliance of Credential Evaluation Services of Canada is a membership organization that offers fair and credible academic credential assessment services in Canada. (NOTE: This is different from translating credentials into English).

*The Thames Valley District School Board is committed to equity and inclusion in the recruitment of qualified staff who reflect and support the diverse perspectives, experiences and needs of our students and school communities. The Thames Valley District School Board seeks to ensure that all recruiting processes are non-discriminatory and barrier-free and will provide accommodations to applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Please inform the Human Resources team member indicated below of the nature of any accommodation(s) that you require.*