

## POSITION DESCRIPTION

Position Title:	<b>Human Resources Assistant</b>		
Program Name:	Human Resources	Position Class:	NBU SVG 8
Reports To:	Human Resources Manager		
Effective Date: March 2019	Review Date:		

### Position Summary:

Reporting to the Manager, Human Resources, the Human Resources Assistant provides assistance with the day-to-day operations of the Human Resources (H.R.) Department. The H.R. Assistant carries out responsibilities in the following functional areas: recruitment, orientation, organizational development and H.R. administration.

### Key Responsibilities

#### 1. Recruitment

- In consultation with managers, coordinate the logistics of position recruitment
- Advertise job postings in keeping with company recruitment policies.
- Coordinate the electronic flow of resumes and process emails from the HR email account
- Pre-screen, via telephone, interview candidates selected by Hiring Manager
- Schedule interviews and prepare interview package for the Interview Team.
- Participate on interview panel when needed
- Complete reference checking on recommended candidates.
- Prepare the hard copy personnel file.
- Maintain recruitment tracking system

#### 2. Employment contract administration

- Prepare employment contracts and amendments for all employees based on information provided by H.R. Generalist (H.R.G.) and/or Managers
- Collect all personal information for H.R. and Finance purposes and maintain according to confidentiality policies and privacy legislation
- Access Human Resources Information System (HRIS) to confirm seniority, hire date, current salary for internal candidates

#### 3. Orientation

- Conduct employee orientation for all new hires (e.g. book room, confirm attendance, present material, confirm program schedule with manager)
- Prepare and maintain Orientation Packages for new hires
- Monitor and maintain online orientation information for currency, recommending and implementing changes as required, in consultation with the H.R. team.

#### **4. Student Placement Program Coordination**

- Coordinate with colleges, universities and employees regarding placement opportunities
- Schedule interviews with Placement Supervisors
- Prepare documentation to support placement
- Conduct orientation with students

#### **5. Work Plan Activities**

- Complete research for work plan tasks

#### **6. Performance Management and Professional Development**

- Participate cooperatively in the agency performance management process/system
- Stay current on relevant legislation and best practices, current research, policies and procedures
- Participate in ongoing professional development and mandatory training
- Actively engage and participate in supervisory process

#### **7. Health and Safety – Worker Responsibilities**

- Work in compliance with the Occupational Health And Safety Act, applicable regulations and all organizational health and safety requirements and procedures to ensure the health and safety of clients, staff/colleagues, volunteers and students
- Actively participate in workplace, departmental and job-specific health and safety orientation, education and training
- Use or wear any equipment, protective devices or clothing required by the employer
- Operate any equipment and work in a way that does not endanger self or any other worker
- Comply with established policies, procedure and work practices regarding health and safety
- Identify and report workplace and job hazards, defects and contraventions of the Act to the supervisor or employer
- Report health and safety problems to the supervisor or employer
- Notify the supervisor if clarification of a policy, procedure or safe work practice is needed
- Use initiative to reduce risk and apply discretion to solve problems, within scope of authority
- Work co-operatively with co-worker, supervisor, Joint Health and Safety Committee members and others

## 8. Client Safety

Adhere to C.M.H.A. H.K.P.R. client safety programs including program policies as well as infection control and prevention procedures. In partnership with clients, family members, and fellow staff, maintain open lines of communication to assist the organization in identifying and achieving quality outcomes for client safety. Report client safety incidents and suggested improvements to manager or delegate.

## 9. Other Duties as Assigned

- Attend, participate in team/staff meetings, and all-staff meetings as required
- Participate in agency quality improvement activities, e.g. accreditation projects, committee work, special events, etc.
- Participate in quality improvement activities at the team/program level
- Assist H.R.G. to maintain employee files
- Participate in Student and Volunteer coordination
- Duties may change from time to time

## Requirements of the Position:

### A. Education and Training

Successful completion of post-secondary education (diploma or degree) in Human Resources, Business Administration or related field.

**We recognize that mandatory training before hire is an asset, however, successful completion of the training applicable to this role shall be requirements for continued employment in this position:**

- Health and Safety Training (including but not limited to the following):
  - Global Harmonized Systems (G.H.S.)
  - Infection Prevention and Control
  - Workplace Violence
  - Accessibility for Ontarians with Disabilities Act (A.O.D.A.)
- Applied Suicide Intervention Skills Training (A.S.I.S.T.)
- Nonviolent Crisis Intervention Training (N.C.V.I.)

### **Assets with regard to this position:**

- Successfully obtaining and maintaining an acceptable professional human resources designation (e.g. C.H.R.P., C.H.R.L.)
- First Aid/Cardiopulmonary Resuscitation (C.P.R.)

## **B. Related and Relevant Experience**

### **Mandatory experience**

- 1 year experience with human resources or human resources related activities, specifically in selection and on-boarding

### **Preferred experience**

- Human resources experience in the not-for-profit sector
- Intermediate to advanced proficiency in various Microsoft products (Word, Excel)
- Intermediate to advanced minus proficiency in French
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## **C. Competencies**

Refer to C.M.H.A. H.K.P.R Competency Matrix

## **D. Other**

- Satisfactory police records search and vulnerable sector screening
- Satisfactory references

### **Working Conditions:**

- Works primarily in an office setting (C.M.H.A. administrative offices)
- There are multiple competing demands which require time management skills, the ability to be flexible and to prioritize
- May occasionally interact with employees who are frustrated when resolving human resources related matters
- Has limited contact with individuals living with serious mental illness and/or dual diagnosis and/or addictions, individuals who are experiencing emotional and/or mental health issues

### **Approval/Revised Approval Dates:**

Program Manager \_\_\_\_\_ Date \_\_\_\_\_

I have read and understood the above position description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date