

HUMAN RESOURCES (HR) ASSISTANT

Site: District of Timiskaming; Haileybury location

Reports

to: Human Resources Manager

Date: July 9, 2024

POSITION SUMMARY

The HR Assistant will play a crucial role in supporting the Recruitment Function of Timiskaming Home Support. Reporting to the HR Manager, this part time position (with the possibility of progressing to full time) will be primarily responsible for carrying out full cycle recruitment from beginning to end – from job posting, to hiring, and orientation – as well as other HR tasks on an as needed basis. The successful candidate will be detail-oriented, organized, and capable of managing various tasks to ensure smooth and efficient operations.

Key Responsibilities:

1. Recruitment:

- Create and post job postings/advertisements in relevant job posting sites and social media.
- Review potential candidates for relevant qualifications, experience, and fit for Home and Community Health Care positions.
- Contact candidates and conduct interviews, both in person and virtual.
- Keep objective, detailed notes of interview process.
- Create and maintain data base of candidates and offers made, accepted, and rejected.
- Check candidate references.
- Create Offer letters and coordinate start dates and orientation dates.
- Conduct Phase 1 of the Orientation process, collecting relevant documentation from the new hire.
- Set up new employee profile in payroll and scheduling software, and create the personnel file, both digitally and paper format.
- Work with Service Planners to schedule other phases of orientation with applicable trainers.
- Keep relevant statistics/present reports on new hires, terminations, and turnover rate for the agency.

2. Other HR tasks:

- As time permits, other HR functions and duties may be assigned.

Qualifications:

- A diploma or degree in Human Resources, business/office administration, or a related field.
- Minimum of 2-3 years of experience in HR, recruitment, office/administrative support, or a similar role. Experience working in a Unionized environment is an asset.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook, Teams). Experience with ADP payroll and HR systems considered an asset.
- Strong organizational and multitasking skills with attention to detail.
- Ability to communicate effectively in English; French is considered an asset.
- Excellent interpersonal skills.
- Valid driver's license and access to a reliable vehicle.
- Ability to work independently and as part of a team in a fast-paced environment.
- Familiarity with non-profit organizations and Health Care organizations is a plus.

Working Conditions:

- This is a part time position based at the Haileybury Timiskaming Home Support office.
- Hours of work Monday to Friday 8:30 – 12:30 pm, with occasional evening or weekend work to meet deadlines or attend events.
- Occasional travel may be required for meetings or training.

Please include a resume and cover letter in order to ensure that your qualifications are appropriately considered in the hiring process.

THS is committed to fair and equitable employment and in our recruitment and selection practices. We strongly believe in inclusion and diversity within our organization, and welcome all applicants including, but not limited to: racialized communities, all religions and ethnicities, persons with disabilities, LGBTQ2S+ persons, Indigenous people, and all others who may contribute to the further diversification of THS. We are committed to providing and fostering a respectful workplace for all employees, free from violence and harassment.

Upon individual request, THS will endeavour to remove any barrier to the hiring process to accommodate candidates, including those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact Human Resources in advance for assistance.

Interested applicants should send their resume and cover letter to Leanne Hennessy, HR Manager, at lhennesy@homesupportservices.ca by July 26, 2024.