

Job Description

POSITION:	Human Resources Assistant
ACCOUNTABILITY:	Director of Human Resources
CLASSIFICATION:	Full-time
DATE APPROVED:	February 9, 2018

JOB PURPOSE

Support Agency mission, vision and values through the provision of assistance in the management of human resources. The incumbent will assist in the development and implementation of policy and procedures, recruitment, orientation and training, payroll, health and safety, attendance management, disability management, and other areas as directed. This includes:

KEY JOB FUNCTIONS:

Job Duties:

Support and Development of Human Resources Unit:

- Support the Director of Human Resources and Officers in all Human Resources functions, as required.
- Respond to internal and external Human Resources related inquiries from applicants, staff, supervisors, managers and other parties.
- Advise employees, supervisors and managers on the interpretation and application of human resources policies and procedures and applicable legislation (e.g., ESA, Human Rights, AODA, OHSA).
- Assist in the investigation of employee relations issues (employee complaints and harassment allegations) in accordance with all legal requirements.
- Support the Human Resources Director and Officers in ensuring organization-wide compliance with policies, procedures and applicable legislation and regulations. Develop processes for tracking, documenting and ensuring compliance.
- Perform comprehensive research into the current and emerging legal climate, in order to ensure ongoing compliance with all applicable legislation.
- Maintain a current knowledge and understanding of compliance requirements and industry best practices; recommend changes or modifications to existing policies and programs to remain in compliance, as well as best practices where feasible.
- Assist in the research, development and application of new policies and procedures, and provide training to staff as required.
- Assist with designing and deploying training programs to staff through various mediums, such as in classroom and online settings.
- Provide assistance with regards to organizational research and analysis, at the request of management (attendance reports, EFAP usage, staffing trends, and individual absenteeism reports as required).
- Conduct job analysis and research in order to develop new and updated position descriptions, in partnership with supervisors as required.
- Participate in project management processes at the request of the Human Resources Director and Officers, to reach time sensitive objectives such as report development and compliance with changing legislation.
- Prepare and distribute monthly Human Resources activity reports (contract and transfer listings, organizational charts) and quarterly Human Resources activity reports (attendance, banked time, new hires, temporary assignments, retirements and resignations). Provide analysis on trends and agency impacts.
- Gather information for, and represent the Agency in, various annual and semi-annual data collection events, such as Statistics Canada and Association of Native Child and Family Services of Ontario (ANCFSAO) surveys. Provide analysis on trends and agency impacts, in contrast with provincial statistics.

Human Resources Assistant - Job Description

- Assist in the management of employee short term disability, long term disability and leaves of absence, and facilitate return to work planning.

Recruitment, Selection and Orientation Program Responsibilities:

- Internally and externally post casual, contract and permanent positions through various mediums (online, newsprint), as required.
- Maintain job competition files and active records of applicants.
- Participate in the shortlisting of applicants and schedule, prepare and participate in interviews, in-person and via telephone in a manner that is compliant with the Accessibility for Ontarians with Disabilities Act.
- Assist with conducting all necessary screening of applicants, such as reference checks, service file checks, driver's abstracts, and police records checks.
- Assist with designing employment tests and ranking methodologies for specific positions. Deploy the testing and present results to the Human Resources Director, HR Officer (Recruitment and Selection), and supervisors, as applicable.
- Communicate orientation requirements to new hires and prepare contract/transfer paperwork for casual, contract and permanent positions.
- Assist with organizing and delivering the Agency orientation program to all new hires, introducing the Agency and providing initial training on Agency policies, procedures and programs.

Administrative Support Responsibilities:

- File correspondence and other records in required ordering system.
- Carry out confidential filing, data input and maintenance of accurate, up-to-date Human Resources filing systems and comprehensive personnel records.
- Draft various forms, letters and reports as necessary.
- Fax, photocopy and scan documents as required.
- Locate filed materials upon request, ensuring the confidentiality of materials requested by authorized parties.
- Add new materials to existing files and records and create new files, as required.
- Eliminate unnecessary or outdated materials, destroying them or transferring them to inactive storage according to file maintenance and legislative requirements.
- Maintain an online time off management system; provide troubleshooting support to staff using the program, create reports, input entitlements and assure appropriate staffing levels during preferential vacation periods throughout the year.
- Make various calculations as required, such as vacation entitlements and service credit.
- Schedule meetings, attend meetings and take minutes as required.

Other:

- Support payroll administration by inputting new and changed employee information into the payroll system; provide bi-weekly payroll interface information and maintain the flow of information from Human Resources to payroll.
- Actively search for and participate in relevant professional development activities to improve knowledge and skills, at the discretion of the Human Resources Director.
- Perform other duties as required.

Knowledge, Skills, Abilities and Other Attributes

Knowledge: The Human Resources Assistant requires comprehensive knowledge of:

- Relevant legislation and regulations including knowledge of Employment Standards, Human Rights, Accessibility and Occupational Health and Safety regulations.
- Human resources activities including recruitment, orientation, compensation, training, investigation processes and employee relations.
- The Agency's mission, vision, strategic objectives, policies, and procedures.
- Current trends and best practices within the Human Resources field.

- Adult learning principles and learning styles.

Skills: The Human Resources Assistant requires well developed and demonstrated:

- Time management and organizational skills, including the ability to plan and prioritize workload, coordinate assignments, and respond to the demands of a dynamic environment.
- Written communication skills with an ability to document information in a clear, concise and accurate manner in a variety of Agency channels; and strong verbal communication skills to effectively present information as required.
- Interpersonal and relationship management skills including the ability to build effective working relationships.
- Keyboarding and computer skills including proficiency in Microsoft Office programs.

Abilities: The Human Resources Assistant must be able to:

- Problem solve with a strong sense of professional judgement, attention to detail, tact, sensitivity, diplomacy and creativity.
- Effectively interpret and apply Agency policies and procedures.
- Adapt to and successfully utilize new technology.
- Maintain a strong sense of ethics, integrity and confidentiality.
- Work independently as well as contribute effectively within a team environment.

Professional Competencies

- Accountability
- Adaptability
- Analytical Thinking
- Communication
- Critical Thinking
- Decision Making
- Leadership
- Negotiation
- Networking and Relationship Building
- Organizational and Environmental Awareness
- Planning and Organizing
- Problem Solving
- Resource and Fiscal Management
- Results Orientation
- Risk Management
- Service Orientation
- Strategic Thinking
- Teamwork

* Note: For a full description of these competencies, please see the Values and Competencies Dictionary.

Qualifications and Requirements

- Post-secondary degree or diploma in Business Administration or Human Resources. Experience in Human Services an asset.
- Certified Human Resources Professional (CHRP) Designation or actively working towards achieving designation.
- Candidates with other academic qualifications and related experience plus demonstrated ability may be considered.
- Valid Driver's Licence (G) and safe driving record, access to a reliable vehicle, possession of a minimum one million dollars liability vehicle insurance coverage.

Work Conditions

- Travel is required.
- Ability to attend and conduct presentations.
- Overtime as required.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, cell phone, fax machine and adding machine

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date