



We have 1 **SUMMER HR Assistant** position available pending approval from Canada Summer jobs for funding for 12-14 weeks between May 2023 and August 2023.

An opportunity to explore the Child Welfare field, by gaining experience, developing knowledge, skills and relationships that are related to future goals.

- Supports the development and maintains learning- related policies, programs and templates, including the new employee orientation program.
- Maintains training records in the system. Provide support and orientation on HRIS program.
- Participates in HR Department and cross department meetings to understand learning needs of employees.
- Supports the learning and development, human resources, and payroll department in administrative project assistance.
- Experience in the non-union side of a unionized environment to gain knowledge of HR best practices, learning and development strategies, and more.

This position is contingent on funding through the Canada Summer Jobs program the successful applicant must meet the following criteria:

- a) be between 15 and 30 years of age (inclusive) at the start of employment.
- b) be a Canadian Citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment (international students are not eligible participants)
- c) have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial / territorial legislation and regulations.

Please apply in confidence by sending a resume to:

applyhere@durhamcas.ca

We thank all applicants for their interest. Only those individuals selected for an interview will be contacted.

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code.