



## Halton Children's Aid Society JOB POSTING # 26-21

### Human Resources Administrator

<b>POSITION TYPE:</b>	One (1) Regular, Full Time Position
<b>EMPLOYEE GROUP:</b>	Non Union
<b>DEPARTMENT:</b>	Human Resources
<b>REPORTS TO:</b>	Director of Human Resources and Organizational Excellence
<b>POSTING DATE:</b>	December 6, 2021
<b>POSTING DEADLINE:</b>	Applicants should create an account and apply at <a href="https://myavanti.ca/careersathaltoncas/">https://myavanti.ca/careersathaltoncas/</a> by <b>December 13, 2021 at 4:30pm</b>

Reporting to the Director of Human Resources and Organizational Excellence, the Human Resources Administrator is responsible for providing administration support to the Human Resources department in all Human Resource functions at the Halton Children's Aid Society (Halton CAS).

#### Main duties and responsibilities include, but are not limited to:

##### Administrative Support

- Provides clerical and administrative support to the Human Resources Department in all human resources and labour relations matters including processing of mail, scanning, maintaining electronic and paper file systems, word processing, spreadsheet development, data entry and minute taking and distribution
- Responds to telephone calls, directs messages and provides information and/or assistance and directs or refers as appropriate
- Maintains employee files and enters or scans information into the agency's Human Resources Information System (HRIS) and runs reports as requested
- Assists the agency's OACAS Training Designate with regard to Ontario Child Protection Training and similar provincial programs and participates in initiatives related to such
- Assists with the coordination and implementation of the agency's training program and maintains the training records in the HRIS
- Updates job descriptions and organizational charts
- Produces employee correspondence in relation to leaves of absence
- Assists with staff recognition programs
- Co-ordinates the performance management process including tracking, appropriate notification to management, distribution of forms and historical information, gathering of complete information and forms, staff notifications, payroll notifications, etc.

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### **Health, Safety and Wellness**

- Maintains Health & Safety records as required including WSIB claims; building inspections, certification training, first aid training, policy and procedure manual; committee records, etc.
- Inputs data to agency's HRIS and provides reports as required
- Participates in the coordination of wellness initiatives
- Schedules staff wellness training
- Implements wellness initiatives; as outlined in the HCAS Wellness Route Map and in accordance with the HCAS Strategic Plan
- Records Joint Health and Safety Committee meetings minutes

### **Recruitment and Orientation**

- Leads the recruitment process including job postings, pre-screening resumes and applicants, scheduling interviews, testing applicants and reference checking
- Assist the Supervisor of Volunteer Services with volunteer recruitment
- Assists with the coordination of student placements
- Organizes the orientation process including new hire packages, scheduling meetings and organizing HR orientation meetings
- Provides new hire packages to new employees and arranges for equipment and supplies with appropriate departments

### **Training and Development**

- Responsible for the coordination and implementation of the agency's training program and maintains all training records in HRIS and other platforms
- Ensures compliance with all legislatively required training programs

### **Organization of Meetings/Scheduling**

- Coordinates a variety of meetings, appointments, interviews and training including inviting participants, scheduling times and dates and all logistics including booking board and conference rooms, making travel arrangements as required, arranging room set-up, audio-visual equipment and meals and refreshments
- Prepares for meetings by composing and distributing agendas and materials
- Co-ordinates travel and transportation arrangements for participants as required
- Takes, types and distributes minutes

### **Relationship Management**

- Demonstrates behaviours, actions and attitudes that are consistent with Halton CAS's vision, mission and values
- Ensures effective and professional communications with all internal/external contacts
- Develops and maintains collaborative relationships at all levels of the organization in order to build trust and confidence in the services provided
- Shares and maintains information according to privacy and/or confidentiality guidelines

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- Ensures appropriate communication with appropriate manager at appropriate time

#### **Equity, Diversity and Inclusion**

- Responsive to the knowledge and understanding of the culture, history and current oppressions experienced by marginalized communities and communities that are overrepresented in the child welfare system, including Indigenous, racialized and the 2SLGBTQ+ communities.
  - Fosters an inclusive and accessible environment where all employees, service recipients and volunteers are respected
  - Strong knowledge, understanding and experience working within an equity and anti-oppressive, anti-racism practice framework, including knowledge of the 11 One Vision One Voice Race Equity practices and the Truth and Reconciliation Calls to Action
  - Ensures ethnic, spiritual, linguistic, familial and cultural differences are respected
- Acts in accordance with and incorporates the Society's Code of Conduct, Confidentiality, Equal Opportunity and Anti-Discrimination, Harassment & Discrimination policies, etc.

#### **Knowledge, Education, Experience, Skills and Attributes**

##### **Qualifications**

- Community College Diploma or University Degree in human resources administration or equivalent
- CHRP designation or working towards such, will be considered an asset
- Good knowledge of legislation governing human resources including employment standards, regulations and related statutes
- A satisfactory Police Records Check is required
- Valid Driver's License and access to a reliable motor vehicle with appropriate liability insurance is preferred

##### **General Skills and Attributes**

- Excellent ability to use MS Office applications (e.g., Word, Excel, Outlook, PowerPoint, etc.)
  - Solid written, oral communication and interpersonal skills providing constructive, meaningful and timely interaction with all levels of staff
  - Ability to think analytically with attention to detail in the presence of frequent interruptions
  - Excellent understanding and commitment to quality service and best practice
  - Flexible, adaptable and responsive to change
  - Ability to deal with highly sensitive and personal information in a confidential manner
  - Self-directed with a solid ability to organize, plan, prioritize and multi-task
- Acts with integrity, trustworthiness, humility, transparency and compassion

Halton CAS has a vaccination policy and procedure in place. As a condition of employment, new employees are required to be vaccinated for COVID-19 unless

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they have a valid reason not to be vaccinated based on a protected ground under the Ontario *Human Rights Code*.

The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days before your employment start date. The candidate will be asked to provide Halton CAS with proof of full vaccination, prior to the candidate's employment start date. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification.

As described above, the requirement to be fully vaccinated is subject to the Ontario *Human Rights Code*. If the candidate is unable to receive the COVID-19 vaccine for a reason protected by the *Code*, requests for accommodation from the vaccine policy will be assessed on a case by case basis and will be subject to Halton CAS' accommodation process.

### **The Halton Children's Aid Society is an equal opportunity employer.**

The Halton Children's Aid Society is committed to fostering an inclusive, accessible environment where all employees and members of the public are respected. We are dedicated to building a workforce that reflects the diversity of the communities we serve.

We thank all applicants for their interest in the Halton Children's Aid Society, we will only contact those selected for an interview. All interviewed candidates will be asked to provide a minimum of two supervisory references.

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. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 905-333-4441 ext. 0575. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.