



Children's Aid Society
La Société d'aide à l'enfance
NIPISSING & PARRY SOUND



Human Resources Assistant

Temporary Full-Time
(up to 12 months)

SALARY: \$62,951 to \$ 74,059

SUMMARY:

The above full-time contract position is located in our North Bay office. The general duties include but are not limited to providing support to the Human Resources Department by assisting with the recruitment process, administrative functions, communications and any other duties assigned by the Human Resources Supervisor. All actions are performed according to the vision, mission, values and overall strategic direction of PARNIPCAS. This position is outside of the Bargaining Unit.

JOB RESPONSIBILITIES:

- Responsible for full-cycle recruitment
- Adhering to the policies, procedures, and standards relating to recruitment ensuring consistency and efficiency
- Updating interview guides, job descriptions, and processes for new and existing positions,
- Screening resumes, conducting telephone pre-screening, and onboarding
- Coordinating interviews with hiring supervisors
- Preparing job postings for job boards and internal websites
- Assisting to promote career opportunities through job fairs, partnerships, schools, communities, and resource groups
- Tracking, collecting, and organizing completed paperwork from new hires and existing staff
- Assisting in the response to routine calls & e-mails from employees
- Responding to and completing requests for information from outside sources (including reference checks, personnel file requests, wage information, etc.)
- Maintaining and updating all employee files
- Assisting to ensure that all HR forms, policies and manuals are up to date and current
- Coordinating and checking French language translation of Human Resources documentation
- Observe established safety regulations and comply with all applicable health and safety policies and procedures
- May assist with other HR projects or duties as assigned

QUALIFICATIONS:

- High School Diploma and a minimum of two years of post-secondary education or an equivalent combination of experience and education
- Strong bilingual communication skills, both written and verbal in French and English is considered an asset but not essential
- Familiarity with provincial Employment standards and regulations
- Strong customer service focus, interpersonal and organizational abilities
- Demonstrated judgment, creativity, integrity, and ability to problem-solve
- Advanced computer skills including MS Word, MS Excel, PowerPoint, and Visio
- Ability to effectively handle escalations and time-critical issues
- Demonstrated understanding and commitment to quality service and best practice
- Demonstrated organizational skills, including the ability to meet deadlines and priorities when faced with competing demands and working under pressure;
- Ability to maintain a high standard of privacy and confidentiality in the performance of duties
- Satisfactory Police Records Check
- Satisfactory Provincial Child Welfare Check

APPLICATION PROCESS

Qualified applicants are encouraged to email their resume and cover letter to the Human Resources Department: hr.information@parnipcas.org.



PARNIPCAS is committed to a barrier-free, respectful, accessible, and inclusive work environment. We will endeavor to remove any barriers to the hiring process to accommodate those applicants with disabilities. Please inform Human Resources in advance should accommodation be required at any point in the recruitment and selection process.

We are committed to having a workforce that is reflective of the diversity of our community and strongly encourage applicants from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.