The Children's Aid Society
OF HAMILTON

La Société d'aide à l'enfance
DE HAMILTON

Serving Hamilton's children and families since 1894.

Au service des enfants et des familles de Hamilton depuis 1894.

EMPLOYMENT OPPORTUNITY

The Children's Aid Society of Hamilton was established in 1894 as a not-for-profit charitable organization, mandated under the *Child, Youth and Family Services Act* of Ontario, focusing on the well-being and protection of children. The Society is committed to the strengthening of families, while valuing diversity and promoting equity.

We are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Society encourages applicants from all qualified individuals.

We are currently seeking a skilled and committed individual to join our team as a:

HUMAN RESOURCES ASSISTANT
Non-Unionized position
Regular Full-Time
$55,528 – $67,609

Reporting to the Supervisor, Human Resources the incumbent is responsible for displaying high professional and ethical standards demonstrating the values of the organization. The Human Resources Assistant is also required to provide quality customer service to the organization while providing timely and accurate administrative support to the Human Resources Department.

Major Responsibilities:

- Accountable and works collaboratively with the Human Resources department to complete reporting, data entry, and administrative duties to ensure the department delivers results efficiently and accurately in line with the agency's strategic vision.
- Supports an equity-focused environment, including implementing anti-racism and anti-oppression values and practices and learns from the lived experiences of others.
- Inputs required information in the Human Resources Information System (HRIS) and ensures information is kept current and accurate, including the training database.
- Creates human resources information reports from the HRIS and modifies existing reports as necessary.
- Responsible for streamlining administrative processes; maintains electronic filing systems and policy management systems.
- Assists with internal and external recruitment by organizing interviews and preparing letters.
- Prepares for meetings by composing and distributing agendas, materials and taking minutes.
- Creates and maintains staffing reports and organizational charts; circulates as required.
- Maintains human resources forms and manuals.
- Deals with sensitive or personal information in a confidential and professional manner.

Key Qualifications:

- Experience providing confidential administrative support in an office environment; Human Resources experience is required.
- Excellent customer service and interpersonal skills providing meaningful and timely interaction with all levels of staff and external partners.
- Advanced knowledge of Human Resource processes and systems.
- Excellent written and oral communication with great attention to detail.
- Experience in a unionized environment is preferred.
- Excellent ability to use MS Office applications (e.g. Word, Excel, Outlook, PowerPoint)
- Solid written, oral communication and interpersonal skills providing constructive, meaningful, and timely interaction with all levels of staff.
- Ability to work independently, as well as contribute as part of a team.

As an employer, The Children's Aid Society of Hamilton is committed to:

- *A culture of inclusiveness and diversity reflecting our diverse service recipients, staff, and community alike.*
- *Providing barrier-free and accessible employment practices.*
- *In accordance with the Ontario Human Rights Code providing accommodation supports during the selection and interview process if required.*

All employees of the Society are expected to demonstrate respect, empathy, and accountability to the children and families we serve and each other.

Interested applicants should submit a current resume to careers@hamiltoncas.com or by **or** Fax: (905) 522-1089, clearly indicating the Job Posting Number (**File #008/22**) by **March 25, 2022**

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