



## Ontario Aboriginal Housing Services

**Position:** Human Resources & Payroll Coordinator

**Closing:** Posting will remain open until filled

**Term:** full time (35 hours/week)

Ontario Aboriginal Housing Services (OAHS) provides safe and affordable housing for First Nation, Métis, and Inuit people living in urban and rural areas of Ontario. Our Vision is “to lead the design, development and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures”.

Housing Services are provided throughout the province by over 95 Team Members as well as a wide range of Partners including Indigenous Organizations, Community Organizations, Governments (Municipal, Provincial, Federal), and Private Sector. Our Provincial Office and Service Centre is located in Sault Ste. Marie and we have Regional Service Centres in Dryden, Peterborough, and Hamilton. Services provided include:

- Property management of over 2300 subsidized and unsubsidized housing units;
- Provision of an assisted homeownership program providing down payment and home purchase assistance;
- Provision of an assisted homeowner repair program;
- Supportive housing services for community members;
- Planning and development of new housing; and
- Program management, program development and title services to local community organizations.

Founded in 1994, OAHS provides housing services to both Indigenous and non-Indigenous people. OAHS is governed by representatives from three Indigenous organizations in Ontario – the Ontario Federation of Indigenous Friendship Centres, Ontario Native Women’s Association, and the Métis Nation of Ontario. Learn more at:

[www.OntarioAboriginalHousing.ca](http://www.OntarioAboriginalHousing.ca)

We are currently seeking a **Human Resources & Payroll Coordinator** for any of our **Sault Ste. Marie, Dryden or Hamilton** locations. This is a highly engaging and rewarding role for an experienced HR and Payroll professional looking to join a dedicated team. Reporting to the Human Resources Manager, the successful applicant will be responsible to provide support to OAHS regarding all Human Resources and Payroll matters.

Duties and responsibilities will include, but not be limited to, the following:

- Aid in the planning, organizing, directing, controlling and evaluating the operations of the HR and Payroll functions
- Assist with the development, implementation and monitoring of HR/employment-related programs and practices, including; recruitment, benefits, salary administration, job evaluation, occupational health and safety, employee relations, discipline, end of employment, and training
- Participate in the development and implementation of policies and procedures
- Maintain accurate and comprehensive HR and payroll records
- Liaise with Finance to ensure proper tracking and exchange of data
- Coordinate the recruitment and selection process, including job postings, receiving and screening resumes, scheduling and conducting interviews, processing background checks, and conducting reference checks
- Prepare employee communications regarding employment and program related matters
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits
- Assist with and monitor the annual performance evaluation process
- Support the absence management process, including monitoring, reporting, and information sharing, as required

- Administer all aspects of the payroll process, including resolving issues and communicating with the payroll provider and ensuring the process is in accordance with OAHs requirements
- Provide accurate, timely processing of payroll including associated post-payroll procedures
- Process a variety of payroll/benefit related payment requirements through internal Business Management System
- Maintain records and compile statistical reports concerning personnel-related data such as new hires, transfers, performance appraisals, absenteeism rates and terminations
- Provide benefits and Group RSP administration
- Ensure compliance with all applicable federal and provincial legislation and regulations, as well as company policies
- Ensure confidentiality is maintained with respect to all HR and payroll related data
- Prepare general forms, letters, reports, presentations and memos, as required
- Provide administrative support for the HR and payroll function
- Other duties, as assigned

To qualify for this role, the successful candidate will have the following qualifications and skills:

- Knowledge of and an appreciation for Indigenous culture and a values system that believes in holistic wellness and in assisting people to become and stay safely housed;
- Post-secondary education in Human Resources
- Working towards or completion of a CHRP designation would be an asset
- 3-5 years of relevant HR experience, including familiarity with recruitment, compensation, benefits administration, employee relations, health and safety, as well as training and development
- Knowledge of all applicable legislation, including the Employment Standards Act, Ontario Human Rights Code, Pay Equity Act, Occupational Health and Safety Act, and general knowledge of Human Resources Policy and Procedures
- The ideal candidate will also have 1-2 years of experience with Payroll. A PCP designation or payroll certificate is considered an asset, as is previous experience with Rise.

Conditions of employment:

- Ability to travel as required (limited requirement);
- Ability to work varying hours/days if required;
- Valid CPIC clearance (Criminal Records check) and/or Vulnerable Sector Check;
- References;
- Current, valid Ontario Driver's License and safe driving record;

Compensation:

- In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal housing Services offers a comprehensive compensation package (some benefits take effect after your probationary period has been successfully completed). This comprehensive compensation package includes:
  - Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
  - Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Aboriginal Day, Remembrance Day, and Family Day;
  - Opportunity for cultural, educational and other approved leaves;
  - Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity; and
  - Competitive salary in pay band B4 (under review) with a range of \$39,000.00 to \$62,400.00.

This role is well suited to an outstanding communicator with well-developed interpersonal skills. Your strong consulting, interviewing, coaching, conflict resolution and problem-solving skills will serve you well, as will your organizational and time management abilities.

As a positive and diplomatic professional, you will maintain confidentiality at all times and foster effective working relationships. You will also demonstrate values compatible with the organization. Specifically, you will understand and appreciate how safe, affordable housing contributes to quality of life and serves as a stable foundation. You will also have an appreciation for Indigenous culture and a values system that is based on helping people.

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received. Please apply by:

- Email to [HRSSM@oahssc.ca](mailto:HRSSM@oahssc.ca)

***In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.***

*This competition is open to internal and external candidates.*

*Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including people who identify as LGBTQ2S+.*

*We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.*