



Position: Human Resources Coordinator

Closing: Posting will remain open until filled

Term: Full-Time (35 hours per week) permanent

Salary Range: \$42,700.00- \$50,184.00

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."

We are currently seeking a **Human Resources 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.

PLEASE APPLY ON OUR CAREERS PAGE:

<https://careers.risepeople.com/ontario-aboriginal-housing-support-services-corporation/en>

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 those who identify as 2SLGBTQQNBIA+.

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.

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received. We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.

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. **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;
- Comprehensive medical & dental benefits + company vehicles available for fieldwork;
- \$1000 Health Spending Account + \$1000 Wellness Spending Account per employee
- Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Indigenous Peoples Day, Remembrance Day, Easter Monday and Family Day;
- Opportunity for cultural, educational, and other approved leaves;
- Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity;
- A competitive salary in the pay band B5 (\$42,700.00 - \$50,184.00)

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
- Maintain accurate and comprehensive HR and payroll records
- 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
- 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
- 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; and
- 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
- 2-3 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; and
- PCP designation or payroll certificate is considered an asset, as well as previous experience with Rise.

Conditions of employment:

- Ability to travel throughout the province of Ontario as required;
- Current, valid Ontario Driver's Licence;
- Safe driving record (3-year Driver record search);
- Full use of a safe, reliable vehicle;
- Valid CPIC Clearance (Criminal Records check) and/or Vulnerable Sector Check; and
- References.

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

For the Health and Safety of employees, all new employees are required to be fully vaccinated against COVID-19 as a condition of being hired by OAHS. For clarity, fully vaccinated means two doses of the COVID-19 vaccine and that at least 14 days have elapsed since completion of your vaccine series. OAHS will require proof of full vaccination prior to an employee's start date.

OAHS' requirement that successful applicants be fully vaccinated is subject to any accommodation obligations it may have under the Ontario Human Rights Code.