



## **JOB POSTING # 75**

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<b>Position Title:</b>	<u>Human Resources Assistant</u>	<b>Vacancies:</b>	<u>1</u>
<b>Workgroup:</b>	<u>People and Wellness</u>	<b>Posting Date:</b>	<u>May 5 – May 11, 2021</u>
<b>Status:</b>	<u>Temporary (14 weeks)</u>	<b>Start Date/ End date:</b>	<u>May 25 – August 31, 2021</u>
<b>Hours:</b>	<u>35 hours per week</u>	<b>Salary Range:</b>	<u>\$15.25 an hour</u>

### ***About CMHA Niagara***

*CMHA, Niagara is a non-profit, charitable organization committed to promoting mental wellness and to improving the lives of people in its service area who have mental illness as well as their families. CMHA Niagara achieves its mission through a number of programs and services.*

*CMHA, Niagara is committed to a recovery philosophy which focuses on the potential for people with mental illness to lead full, productive and engaged lives in their communities. The Branch works in partnership with many others who share in the commitment to supporting the broad determinants of health.*

### **Position Summary**

The Human Resources Assistant will provide administrative support to the human resources activities and functions.

### **Job Functions**

- Provide administrative assistance on human resources activities, including talent acquisition, labour relations, health and wellness, workforce planning, employee engagement, accessibility, diversity, and learning and development.
- Prepare and organize correspondence, perform data entry and word processing functions, and create a variety of documents as needed.
- Plan, organize, coordinate, and manage daily assigned work.

### **Job Requirements**

- Eligible for Canada Summer Jobs placement criteria:
  - Students must be between 15-30 years of age at the start of employment;
  - Be a Canadian citizen, a permanent resident, or a person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*;
  - And be legally entitled to work in Canada.
- Currently enrolled in a full-time post-secondary or undergraduate education with the intent to return to school on a full-time basis in the next academic year in the field of the Human Resources or Business Administration.
- Knowledge of Employment Standards Act, Labour Relations Act and Occupational Health and Safety is an asset.

- Excellent spoken and written communication skills, organizational and multitasking skills, client focus, concern for safety, work ethics and values, problem solving, adaptability.
- Exceptional computer skills using Microsoft Office suite of programs (Word, Excel, PowerPoint, Outlook and Publisher).
- Certification in First Aid, Safe Talk and Crisis Intervention (Safety Care) is preferred.
- Must have access to a reliable personal vehicle or transportation.

CMHA Niagara is a culturally competent organization and is committed to building an inclusive community that respects the dignity and independence of candidates with multicultural and diverse backgrounds, multilingual abilities, and experience with the LGBTQ2 community. Candidates with a multicultural and/or diverse background would be considered an asset.

CMHA Niagara is committed to providing accommodation for persons with disabilities. Please see the AODA section of our website at, [www.cmhaniagara.ca](http://www.cmhaniagara.ca) for further details or contact our Human Resources department for any information in an alternate format.

*If you are interested in applying for this position, it is your responsibility to ensure your application is received by Human Resources no later than 4:00 PM, on May 11, 2021.*

Email: [hr@cmhaniagara.ca](mailto:hr@cmhaniagara.ca)

Please insert **#75 Human Resources Assistant and your full name** into the subject line.

***Our Mission***

*Our purpose is to strengthen mental wellness in the Niagara community.*

***Our Vision***

*A Niagara where mental health is recognized, supported and optimized.*

***Our Values***

*Service      Respect      Integrity      Teamwork      Competency*