



JOB POSTING # 86

Position Title:	<u>Human Resources Assistant</u>	Vacancies:	<u>1</u>
Workgroup:	<u>Human Resources</u>	Posting Date:	<u>September 27 – October 4, 2021</u>
Status:	<u>Coverage</u>	Start Date:	<u>Immediate</u>
Hours:	<u>35 hours per week</u>	Salary Range:	<u>\$17.94 - \$23.92 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 and human resources support to complement the team and business needs. The Human Resources Assistant role will balance independent and collaborative work in a fast-paced environment.

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.
- Deliver new staff orientation and support staff onboarding.
- Assist in the administration of group benefits, pension and HRIS reporting and data entry.
- 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

- Successful completion of a university undergraduate degree program in the Business Administration field or accredited community college diploma in Business Administration field
- 1 – 2 years of employment experience in a relevant field including experience in not-for-profit setting is preferred
- In possession or working towards Certified Human Resources Professional designation
- Competent in the following areas: 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)
- Excellent spoken and written communication skills
- Certification in First Aid, Safe Talk and Crisis Intervention (Safety Care) is preferred
- Satisfactory Vulnerable Sector Screening (Police Check)
- Access to a reliable personal vehicle and willingness to travel throughout the Niagara Region
- Current valid class 'G' drivers license

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 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 p.m. on October 4, 2021.

Email: hr@cmhaniagara.ca

Please insert **#86 Human Resources Assistant** and **your full name** into the subject line when emailing.

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