



**Canadian Mental
Health Association**
Muskoka - Parry Sound

**Addictions and
Mental Health Services**

INTERNAL/EXTERNAL POSTING: OPEN UNTIL FILLED

HUMAN RESOURCES ASSISTANT

Hours of Work: 35 hours per week

Job Status: Permanent

Base office: Bracebridge

Competition #: 29-22

Purpose of the Position: The Human Resources Assistant is responsible for supporting all central administration/human resources for both mental health and addiction services under the direction of the Human Resource Generalist. The Human Resource Assistant will help organize, coordinate, administrate, and monitor all employee files both paper and electronic, employee data systems (including HOOPP and benefits), and respond to general inquiries.

Education and Qualifications:

- Bachelor of Business Administration degree with a specialization in Human Resources is preferred.
- Basic understanding of HR principles, best practices, and employment legislation that include the ESA, OHS, HRC, AODA, WSIA.
- High degree of confidentiality, maturity, ethics, and professionalism.
- Manage internal and external relationships, to have and demonstrate empathy and compassion, to be aware of emotional intelligence, conflict resolution, and the understanding of the feelings, ideas and beliefs of others.
- Ability to work autonomously as well as cooperatively within a team environment in a rural setting.
- Excellent communication, organization and interpersonal skills.
- Working knowledge of Microsoft Windows, the Internet, and data management software.
- A willingness to serve clients within the communities of the District of Muskoka and Parry Sound.
- A valid Ontario G or G2 driver's license, a safe and reliable means of transportation, and appropriate insurance for work purposes on your vehicle with a minimum of \$1,000,000 in liability coverage.
- Bilingual in French/English language considered an asset.
- Work schedule may include days/evenings/weekends and statutory holidays.

Major Responsibilities:

- Receive and respond to inquiries from internal and external stakeholders, track and redirect requests to appropriate staff.
- Enter and update information in the Human Resources Information System.
- Monitor the progress of recruitment processes and maintain contact with applicants via email and telephone, to schedule interviews, other assessments and share/obtain information.
- Provide onboarding support to the Human Resource Generalist and new staff.
- Draft job postings, employment offers, and other Human Resource documents.
- Assist staff with routine Human Resource processes.
- Track and communicate with staff regarding benefit enrollment and changes.
- Assist with Human Resource project initiatives which may include policy development and process improvement.
- Other Human Resource tasks as assigned.

Salary scale: \$25.85 – \$29.51 per hour commensurate with qualifications and experience

Benefits include: A comprehensive benefit plan and enrollment in a Registered Retirement plan with HOOPP

where contributions start on date of hire.

Please note that we are a scent-free organization.

You are invited to submit your application by **quoting competition number 29-22** to:

**The Hiring Committee
Canadian Mental Health Association, Muskoka-Parry Sound Branch
173-202 Manitoba Street
Bracebridge, Ontario P1L 1S3**

Telephone (705) 645-2262 Fax (705) 645-7473 E-mail: jobs@cmhamps.ca

Please note: CMHAMPS is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. Eligibility for new employment with the CMHAMPS is full vaccination against COVID-19 prior to commencing employment or documentation of accommodation obligations pursuant to the Ontario Human Rights Code or a medical exemption from a primary care or specialist health care provider resulting in a non-vaccination status.

To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine, or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days prior to commencement of employment.

Canadian Mental Health Association Muskoka – Parry Sound (CMHAMPS) is an equal opportunity employer and we value the importance of diversity, dignity and worth of every individual in the workplace.

Qualified consumers/survivors and/or family members are encouraged to apply

We retain all applications submitted for one year after the closing date of this posting for consideration in any future postings.

As part of our commitment to Accessibility, if you wish this information in a different format, please contact our office at 705-645-2262 or email feedback@cmhamps.ca.

If you are contacted regarding a job opportunity, please let us know prior to the interview if you require accommodation.

We thank all applicants but only those selected for an interview will be contacted.