



HUMAN RESOURCES CLERK SUMMER STUDENT

JOB POSTING

Position Title:	Human Resources Clerk Summer Student	Employee Group:	Temporary Full-Time
Department:	Human Resources	Classification:	Student
Reference #:	SS-2023-03	Hours/Week:	35
Application Deadline:	June 30, 2023	Hours:	TBD
Application Details:	8 Week Duration	NOTE:	Canada Summer Jobs Program
Start Date:	TBD		

ORGANIZATION BACKGROUND:

Holland Christian Homes consists of Faith Manor and Grace Manor which are private, non-profit Christian Long-Term Care facilities situated in the City of Brampton. Holland Christian Homes is a dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere.

We believe that individuals requiring our services have the right to a lifestyle that adequately meets their physical psychological, social, cultural and spiritual needs. These services are provided by fully qualified professional staff who deliver care using a holistic approach to provide quality care and quality of life to individuals.

POSITION SUMMARY:

Reporting to the Director, Human Resources, the Human Resources Clerk Summer Student provides administrative support to the Human Resources teams such as filing, research and special projects. The HR clerk Summer Student will be able to learn health and safety, recruitment and selection, training, records management, labour relations and various HR programs. The Summer Student contributes to a team-based approach to client service delivery, to the overall effectiveness of the Human Resources team, and the achievement of its objectives.

Specific responsibilities include:

- Provides administrative support to the HR team.
- Supports and coordinates various projects and activities within the team and corporately.
- Completion of HR projects. e.g. Reorganizing and restructuring of employee files, compile various staff lists.
- Preparation of job postings.
- Preparation of orientation packages, training material and handouts.
- Tracking the return of HR related documents. e.g. VSS, code of conduct, privacy agreements, etc.
- Preparation of interview packages.
- Recording of training attendance in Surge Learning system, health & Safety incidents and various certificates in HRIS.
- Supports administration of various HR programs such as training, performance management, attendance management, Labour relations etc.
- Learn Occupational Health and Safety and participate in various meetings.
- Work in collaboration with other staff in a team approach to service delivery.
- Performs work in compliance with statutory requirements, including all applicable Occupational Health and Safety legislation, Municipal Freedom of Information and Protection of Privacy Act, and HCH policies and procedures.
- Other duties as required.



Qualifications:

- College or University student in Human Resources or business administration is preferred.
- **Canada Summer Jobs Eligibility Criteria:** must be between age 15 to 30 at the start of employment, a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment and, have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations (International students are not eligible participants).
- Knowledge of Excel, Word, PowerPoint, Outlook, and database applications.
- Excellent organizational skills including the ability to manage multiple priorities within established deadlines.
- Ability to write professionally, synthesize data and organize written material effectively.
- Takes initiative and can work independently.
- Excellent interpersonal skills allowing for appropriate professional relationships with colleagues at all levels within the organization, as well as, with external stakeholders.
- Works in a confidential manner and demonstrates tact and diplomacy when dealing with sensitive issues.
- Makes appropriate judgement and demonstrates sound decision making.
- Strong customer service abilities.
- Satisfactory Vulnerable Sector Screening (Police Check).
- Full Covid-19 vaccination (2 doses).
- Booster dose not required (but recommended).

Interested and qualified applicants should forward a Resume and Cover Letter in Word or PDF format (as ONE document), indicating the Posting # and YES to all Canada Summer Jobs Eligibility Criteria as described above to: Human Resources:

e-mail: jobs@HCH.ca

The Job Description will adhere to all applicable laws and regulations

Disclaimer: In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here.