



HUMAN RESOURCES ASSISTANT

JOB POSTING

Position Title:	Human Resources Assistant	Employee Group:	Permanent Full-Time
Department:	Human Resources	Classification:	Non-Union Management
Posting #:	ADM HR AST 2026-02	Salary Range:	\$37,500 - \$65,300
Application Details:	Submit Resume and Cover Letter	Hours:	75 hours per pay; 0830 h -0430 h
Start Date:	ASAP		

ORGANIZATION BACKGROUND:

Holland Christian Homes consists of 6 independent/Assisted Living apartment towers, as well as 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 growing, 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, emotional, social, cultural and spiritual needs. These services are provided by fully qualified professional staff who respects and carries out the values associated with a person-centred approach which include rights, dignity, identity, individuality, respect, privacy, choice and independence.

POSITION SUMMARY:

The Human Resources Assistant performs a wide range of administrative and clerical duties related to human resources such as supporting the Director of Human Resources (DHR), for all HR functions that includes recruitment, onboarding, preparing, maintaining and updating personnel files and the HRIS systems such as Quadrant, Surge, Staff Schedule Care and HRIS reports. Provide Administrative support for Health and Safety Committee and the Program, WSIB filing and any related health and safety tasks. Provide administrative services for recruitment, posting, seniority calculation, training and orientation files and administrative logistics, employee performance and labour relations, etc. This incumbent is required to understand and interpret the Collective Agreement and related legislations.

This is a replacement position.

Major duties and responsibilities include:

Recruitment, Selection and Orientation

- Assisting with Recruitment: job postings, sourcing candidates, reviewing resumes, vetting the credentials, telephone screening, coordinating interviews with hiring manager
- Prepare, review and post the job postings. Any union postings must follow the guideline with the Collective Agreement. Process internal and external applicants by collecting applications and resumes in either hard or soft copy and forwarding it to hiring managers.
- Screen resumes, complete telephone screening and forward the results to hiring managers
- Process selection of successful candidates including reference checks, prepare offer letter and collect offer documentation.



- Collaborate with third party to process reference check, follow up and gather employment verifications which are forwarded to hiring manager.
- Prepare Orientation/Onboarding packages, and assign them for in-person orientation
- Create new hire profile in Surge for Mandatory training in the absence of Training & Development Coordinator.
- Collect, process and follow up with Onboarding documentation so that files are complete and in compliance with FLTCA
- Review and audit on employee files to ensure all mandatory documents are complete and up-to-date in compliance with FLTCA
- Process onboarding package including parking tags, photo ID's and entry fob for all new hires
- Collaborate with payroll and unit schedulers to arrange unit orientation
- Ensure necessary submission of onboarding paperwork to payroll
- Responsible for preparing employee filing for new hires
- Ensure timely collection of orientation checklists from hiring managers.
- Organize and maintain employee files in alphabetical order for easy access and compliance.
- Calculate Seniority for Internal Union postings and forward to Schedulers for awarding to internal candidates
- Create Internal Transfer Forms (ITF's) for successful candidates and decline letters for unsuccessful candidates
- Assist Hiring Managers in Recruitment process and provide administrative support.
- Prepare Letters of Employment (LOE) and internal transfer letters in accordance with company policies and procedures.
- Track and verify the SIN numbers of all employees to ensure eligibility to work in Canada.
- Maintain tracker for SIN number expiration and communicate to hiring manager on the status of employment for an employee.
- Responsible for ordering HR supplies, HR mails, communications/memos to be posted across the organization.
- Post general communication on SSC, punch clocks and mass messaging
- Ensure proper offboarding for all union hires
- Communicate annually with College of Nurse verify that registered nurse licenses up to date and in good standing.
- Verify employee status and communicate with Hiring managers about casual inactive staff as per the Collective Agreement and forward the names to Hiring Managers for termination.
- Manage the Mask Fit Testing tracker by recording the names of each new external hire and updating IPAC lead
- Maintain and track the Slips, Trips, and Falls (STF) tracker, including the hard copy filing.
- Maintain Archive filing
- Collect, process and follow up with Onboarding documentation so that files are complete and accurate
- Filing of discipline, grievance and labour management paperwork in the respective employee file
- Prepare online profile on Surge Learning System
- Coordinate with training and development coordinator to ensure completion of mandatory training.
- Run Surge Learning Reports when required
- Create and/or maintain spreadsheets such as seniority calculation, external hiring, internal movement, onboarding requirements, CNO and SIN expiry
- Run headcount report as requested by DHR and HRM
- Performs other duties and responsibilities as assigned by the direct supervisor

Health and Safety

- Work in a safe manner and promote safe work practices
- Follow all health and safety policies and procedures
- Assist DHR with Health and Safety programs, initiatives and enquiries
- Update Health and Safety Bulletin Board when require
- Contribute to the overall professional and safe appearance of the work site

Administration

- Create and maintain Surge Learning (on-line training software) profiles
- Assist with DHR to review/revise existing policies and procedures, employee handbooks, Terms of Reference, etc



- Create and/or maintain Spreadsheets such as Seniority Calculation Spreadsheet, Job Posting External hiring, Internal Movement, Onboarding Requirements, Leaves of Absence, WSIB tracking, Accident Investigation, Near Miss, etc.
- Receive and process Physician Notes and documentation related to LOAs and WSIB cases
- Summarize WSIB and Accident/Near Miss data for JHSC meetings
- Review/Edit letters, documents, email messages inter-office documentations among the team members when required
- Create Confirmation of Employment Letters, Staff Movement Letters, Acceptance of Resignation Letters, LOA follow up letters and update HR Complement Report
- Create, maintain and run various HR reports for DHR
- Assist DHR with CQI statistics and reports
- Maintain all Agencies staff paper works and update agency's complement report
- Maintain all agencies staff credential in order to prepare for the Long-Term Care Home Inspector's inspection
- Communicate with College of Nurse annually to make sure that registered nurse license is not expired.
- Communicate with staff about signing annual declaration of VSS, etc.
- Remind department heads to submit performance appraisal for file.
- Other duties as assigned by the DHR

Qualifications:

- Degree or Diploma in Human Resources or Degree and Post-Graduate Certificate in Human Resources Management.
- Minimum 1-2 years progressive Human Resources experience or administrative experience
- Experience in Union environment is an asset
- Experience in Health Care, Long Term Care and/or senior homes is an asset
- Ability to demonstrate diplomacy and professionalism when working with families and other professionals.
- Exceptional interpersonal and customer service skills
- Demonstrated success in communicating with all levels of the organization that includes communicate effectively with staff, residents, families/visitors delivery/service personnel and the general public.
- Excellent problem solving, conflict resolution, and decision-making skills.
- Good judgment skills and the ability to handle and maintain confidential information
- Ability to multi-task and prioritize workload.
- Ability to work independently as well as function as part of a multi-disciplinary team.
- Ability to be proactive and take initiative where required.
- Ability to focus on assigned tasks
- Detail-oriented and professional
- Ability to effectively handle multiple tasks simultaneously
- Ability to work under conditions of frequent interruption, being undisturbed by the complexities and variety of minute details.
- Competence in computer applications including Microsoft Office and Outlook.
- Demonstrated ability to observe boundaries, engage in appropriate emotional regulation, refrain from dual relationships with residents, maintain confidentiality, and engage in reasonable self-care strategies designed to reduce stress by balancing work/life responsibilities.
- Ability to read, write, and speak English.
- Evidence of a negative 2 step TB Test and Vulnerable Sector Check within last 6 months.

Interested and qualified applicants should forward a resume and cover letter in Word or PDF format (as ONE document), indicating the Posting Number to Human Resources at jobs@hch.ca

Holland Christian Homes welcomes diversity in the workplace and encourages applications from all qualified individuals. Holland Christian Homes is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please inform Human Resources.

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.