



Scarborough Centre for Healthy Communities (SCHC) is dedicated to meeting the diverse, holistic health needs of the people of Scarborough by addressing the physical, mental, social, financial and environmental aspects of their health. Through the promotion of healthy lifestyles and delivery of a comprehensive range of culturally competent health and social services, we cultivate vital and connected communities.

We are currently looking to hire a:

Human Resources Administrator
Permanent Full Time (35 hrs/wk)

Reporting To: Human Resources Manager

Department: Corporate and Administrative Services

Purpose:

As the Human Resources Administrator in a progressive organization which believes in continuous improvement, you will play a key role in helping the human resources department achieve outstanding results.

Key areas of responsibility:

You will be involved in many of the administrative and coordination aspects of human resources activities, which may include projects and other organization initiatives.

Human Resources Administration

- Maintain the HR files and other file contents and eligibility dates
- Track and follow up on any outstanding file contents by ensuring new staff complete forms in full and submit in a timely manner.
- Administrator for Group Health & Dental carrier and Group RRSP carrier
- Assist with the administration of the HOOPP pension plan
- HR Administrator for the HRIS system
- Prepare, process and distribute payroll
- Validation of payroll processes
- Monthly premium billings, updates, salary changes, coverage changes, additions/deletions etc.

- Support Management team with recruitment tasks including but not limited to scheduling interviews and conducting reference checks.
- Track and log status in various HR documents (i.e. probationary reviews and annual reviews)
- Set up trainings on HR Downloads and other systems and follow up by sending out reminders as needed.
- Account set-up, tracking and password management for staff - HR Downloads, QHRNET, Brighspace and other platforms.
- Respond to employee inquiries.
- Prepare letters and other documentation (i.e. job verification letters) for review
- Prepare and distribute various HR Reports (eg. vacation balance report)
- Take minutes at department meetings
- Assist with meeting preparation (i.e. bargaining, action items)
- Administering monthly ICARE draws
- Archiving HR documents
- Assist with coordination of employee events
- Assist with HR projects as assigned

General Responsibilities, Compliance/Legislation and Special Projects

- Maintain compliance to applicable legislation and agency policies/procedures
- Support the creation and follow through of special projects as required
- Attend continuous education seminars/workshops and relevant H.R. conferences
- Develop and maintain professional competence
- Perform other duties as assigned that are reasonable within the scope of the job

Scope and Accountability

- Regularly consult with staff on administrative needs

Educational and/or Professional Qualifications:

- Demonstrated knowledge, skills and abilities either attained from a degree or diploma from an accredited university or college program with a major in Human Resources or through an equivalent level of experience.

Level of Experience:

- Entry level

Skills and Attributes

- Excellent organizational, interpersonal and communication skills
- Dedication to continuous learning and self-development
- Ability to prioritize needs of HR functions to problem solve effectively and efficiently
- Ability to work independently and take initiative to perform daily work as well as be an active and contributing member of a team
- Proficiency in the use of computers, and various software applications including Microsoft Office

- Sensitivity and awareness of cultural, racial, economic, and socially diverse communities
- Experience with conflict resolution techniques is considered an asset
- Valid Driver's License to drive in Ontario and access to a vehicle is considered an asset

Significant Working Conditions

Flexibility of hours – occasional evenings or weekend work may be required
Some travel will be required to travel to multiple organization locations

Please apply in confidence by emailing a current resume to the attention of the HR Department at hr@schcontario.ca by Monday, January 24, 2022 @ 5:00PM

Note: Please quote HR Administrator in the subject line.

We would like to thank all applicants; only those invited to interviews will be contacted.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

In accordance with the Ministry of Health Directive #6, SCHC has implemented a COVID-19 Immunization Policy requiring all staff to either present proof of full vaccination against COVID-19, or undergo rapid antigen testing twice per week. To view our full COVID-19 Immunization Policy please visit www.schcontario.ca and reference the COVID-19 Update section.

Please note that all qualified candidates, eligible to be employed in Canada, are encouraged to apply.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve. SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act, 2005, and its associated regulations.

www.schcontario.ca.

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