



Human Resources Student - INTERN OPPORTUNITY!
Temporary Contract (December 14, 2020 – February 26, 2021)
35 hours per week, \$15.09/hour

At Community Support Connections, we wake up each morning energized about the difference we make in the lives of our clients; people who could be your parents, grandparents, friends, or neighbours. Working with hundreds of amazing volunteers, donors, and community partners, we provide a wide range of community supports for older adults and people with different abilities to help them live at home with independence and dignity – something we all deserve. We are truly caring and client-centered, and are constantly innovating; looking for new and better ways to provide the best care and supports possible.

Passion and commitment permeate everything we do. Driven by our values, we treat our clients, volunteers, donors, and each other, with dignity and respect. We recognize that diversity is the foundation for understanding the needs of our stakeholders. We believe the best way to serve our clients and volunteers is to create an environment and culture that empowers our staff to be as productive and happy as possible.

If you are a budding Human Resources Professional looking for a challenging opportunity to build your portfolio, we want to hear from you!

Responsibilities

- Filing and data entry
- Support the recruitment cycle including screening applicants, scheduling interviews and conducting reference checks
- Support the onboarding and orientation process
- Manage/overhaul personnel files
- Update mandatory training and requirements records
- Assist with special projects that may include researching and drafting policies, procedures and protocols
- Enthusiasm to help with other duties as required

Requested Skills/Qualifications

- To be eligible for this position, applicants must:
 - Be between 15 and 30 years of age at the start of employment
 - Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred
 - Be legally entitled to work in Canada
- Valid Driver's License and daily access to a safe, licensed and reliable vehicle for business-related travel
- Satisfactory police records check for the vulnerable sector
- Completed or working towards a diploma or certificate in HR, or related program

- Knowledge of relevant employment legislation, i.e. ESA, OSHA and its regulations, WSIB, Human Rights
- Superior multi-tasking and organizational skills
- Superior attention to detail and confidentiality
- Strong interpersonal skills with an enthusiasm for working with people
- Experience with seniors, volunteers and/or persons with disabilities an asset
- Ability to speak languages other than English an asset

Application Information

Please submit resume and cover letter to our posting on Indeed, clearly identifying the unique attributes you bring to the position.

Persons from equity-seeking groups are encouraged to apply. We are happy to accommodate the needs of qualified applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) in all parts of the hiring process.

No phone calls or emails please. Only those applicants selected for an interview will be contacted.

Check out communitysupportconnections.org to learn more about our programs and services! You can also find us on Facebook, Twitter and LinkedIn!

COVID-19 considerations:

Community Support Connections has a comprehensive COVID-19 Policy and Safety Plan; all appropriate precautions will be taken during the recruitment process and upon hire.