



HUMAN RESOURCES SUMMER STUDENT
Temporary Contract (estimated 8 weeks)
Estimated Start Date: June 28, 2021
35 hours per week, \$15.09 per hour
(Monday – Friday)

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 candidates, scheduling interviews and conducting reference checks
- Support the on-boarding and orientation process
- Maintenance of mandatory training and requirements records
- Create forms and surveys in training platform
- Update internal training modules and prepare for transition to online learning
- 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

- This job is *funded through **Canada Summer Jobs 2021***, and to be eligible 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
- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Completed or working towards a diploma or certificate in human resources, or related program
- Knowledge of relevant employment legislation, i.e. ESA, OSHA, WSIB, Human Rights, etc.
- Superior multi-tasking and organizational skills
- Superior attention to detail and confidentiality
- Strong interpersonal skills with an enthusiasm for working with people
- Experience with older adults, volunteers and/or persons with disabilities an asset
- Ability to communicate in language 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 by **May 14, 2021**.

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.

IMPORTANT: Please note that some of the above functions and responsibilities may be reduced and/or are being performed in a different capacity during the pandemic. Regular business activities will resume when it is safe to do so.

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.