



Southwest Ontario
Aboriginal Health
Access Centre

HR Assistant

Status: Part-Time Contract (to March 31, 2024 with possible extension)
Location: London, Ontario
Hours: 21 hours per week
Pension: HOOPP (defined benefit pension plan) - optional
Posting Date: November 21, 2022
Deadline: December 5, 2022

Southwest Ontario Aboriginal Health Access Centre (SOAHAC) is a diverse, dynamic, multiservice Indigenous health and wellness agency. We strive to provide quality, wholistic health services by sharing and promoting traditional and western health practices to enable people to live in a more balanced state of well-being. SOAHAC provides services to Indigenous people including those who live on and off reserve, status, non-status, Inuit, and Metis within the Southwest, Waterloo-Wellington and Erie St Clair regions. SOAHAC has a mandate of ensuring that health services are accessible, of high quality, and are culturally appropriate. It is SOAHAC's objective to build health care capacity within Indigenous communities. Currently, we are seeking the services of a **Human Resources Assistant** to join our interdisciplinary staff team to work out of **London** (downtown area; exact location will vary).

Reporting to the Human Resources Manager, the HR Assistant will assist the HR team in the following areas; recruitment, orientation, training, administration and HRIS (Human Resource Information System). This individual requires advanced technical skills as it will support transition from multiple software platforms to a new HRIS.

Responsibilities

- Supports SOAHAC's transition to a new Human Resources Information System including gathering and entering information across multiple platforms as well as resolving issues
- Assists with significant recruitment initiative including editing and posting new positions, monitoring applications and corresponding with applicants
- Organizes and coordinates personnel records including requesting and reviewing documentation
- Creates, filters and manipulates reports in Excel
- Assists with employee orientation and training
- Drafts general forms, letters, reports, and memos
- Assists with benefits and pension administration as required
- Responds to internal and external Human Resources related inquiries and requests
- Maintains accurate and complete records of files
- Distributes HR policies, procedures and advisories to the appropriate staff across the organization
- Helps to ensure organization-wide compliance with policies, procedures and applicable regulations
- Assists HR team with HR functions as directed
- Perform other duties as required

Requirements

- 1-2 years HR or comparable administrative experience
- Graduate or enrolled in Human Resources post secondary program
- Excellent administration and organizational skills including a keen eye for detail
- Demonstrates in-depth computer skills including ability to learn new software quickly
- Previous experience working with Indigenous peoples and communities an asset
- Experience in a healthcare or childcare centre or similar setting an asset
- Able to work effectively independently and with minimal supervision
- HRIS and/or database experience including reporting
- Able to build and manipulate reports using in-depth Excel skills
- Excellent written and verbal communication skills
- Able to relate effectively and in a culturally-sensitive way with individuals at all levels within an organization
- Able to manage competing demands in a high-paced environment
- Willing to participate in Indigenous Cultural Safety Training, teachings and ceremonies.
- Clean and current police check as a condition of employment
- Valid government issued driver's license and/ or access to reliable transportation
- Up-to-date immunization records including at least 2 COVID-19 vaccinations

This job may require additional responsibilities and duties as assigned by Southwest Ontario Aboriginal Health Access Centre.

SOAHAC values diversity and is an equal opportunity employer; however, hiring preference will be given to qualified Indigenous applicants (please self-identify). SOAHAC is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

If you are interested in applying for this position, please forward your cover letter and resume to:

Email: careers@soahac.on.ca

Subject line: **HR Assistant, London**

Or mail to: **Human Resources
Southwest Ontario Aboriginal Health Access Centre
425 - 427 William Street,
London, ON N6B 3E1**

*Please visit **Southwest Ontario Aboriginal Health Access Centre** online at: www.soahac.on.ca or like us on www.facebook.com/soahac to learn more about us!*

We thank all those for applying but only those selected for an interview will be contacted.