

JOB POSTING

Community Living Essex County is a fully accredited organization providing supports and services to over 700 children, youth and adults who have an intellectual disability and their families throughout Essex County. We are committed to supporting people to achieve their goals and dreams; empowering them to flourish as full citizens who are valued in the community.

Position: Human Resource Officer

Department: Human Resources

Status: Full-Time / Temporary (16 months)

Hours: In-Person, Monday to Friday, 8:30 am – 4:30 pm

Reports To: Manager, Human Resources

Salary: \$24.69/hour

JOB SUMMARY:

Community Living Essex County is seeking a detail-oriented and collaborative **Human Resource Officer** to join our team. This position plays a key role in supporting a wide range of HR functions, including, payroll and benefits administration, recruitment, training coordination, leave tracking, and maintaining accurate and confidential employee records.

Working closely with the HR team, the successful candidate will contribute to the effective operation of the HR department by ensuring timely, accurate, and confidential handling of HR processes and communications.

Responsibilities:

- Process bi-weekly payroll through a computerized system; Maintain and update employee information related to payroll;
- Support recruitment efforts by conducting interviews, completing reference checks, and preparing hiring packages.
- Assist with the onboarding process to ensure a smooth and welcoming experience for new employees.
- Administer benefit and pension enrolment procedures, address employee inquiries, review monthly billing, and submit necessary updates.
- Maintain accurate, confidential employee files and personnel records.
- Coordinate and input changes to employee information in the Human Resources Information System (HRIS).
- Process employee leave requests (e.g., maternity, sick, personal) and ensure systems are kept current.
- Prepare reports on workplace injuries, training, attendance, hiring, and terminations as required.
- Complete and submit workplace injury reports to the WSIB; coordinate follow-up documentation with management and track incidents.
- Maintain awareness of health and safety responsibilities and work in compliance with the Occupational Health and Safety Act.
- Coordinate mandatory training through the agency's digital learning management system.
- Upload training content, monitor completion, and update training packages as required.
- Support ongoing updates to policies, procedures, and internal forms, ensuring accuracy and accessibility.
- Provide administrative and research assistance to the Director, Human Resources for departmental projects.
- Draft confidential correspondence and assist with the preparation of documentation related to HR functions.
- Demonstrate professionalism, confidentiality, discretion, and commitment to continuous learning and self-development.

Qualifications

An equivalent combination of education and relevant experience may be considered.

- Minimum two (2) year post-secondary education in Human Resources, Business Administration, or a related field.
- Minimum one (1) year of experience in an HR administrative or officer-level role is preferred.
- Knowledge of HRIS systems, payroll software, and employee benefit administration.
- Excellent organizational, communication, and time-management skills.
- Strong attention to detail, ability to handle sensitive information with confidentiality.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Satisfactory Vulnerable Sector Police Clearance and drivers abstract.
- Demonstrated ability to understand employment legislation.
- Knowledge and experience in full cycle payroll processing will be considered an asset.

CLOSING DATE: **Monday, May 5, 2025**

Resumes are to be received by 4:30 pm to the office of:

Marie Ridder, Manager, Human Resources
Community Living Essex County, 372 Talbot St. N., Essex, ON N8M 2W4
Fax: (519) 776-6972 or Email: mrider@communitylivingessex.org
Quote Ref. # **ADMN-005**

Community Living Essex County is an equal opportunity employer, and we value the importance of diversity, dignity and the worth of every individual in the workplace.

Community Living Essex County welcomes and encourages applications from people with disabilities and visible minorities. Accommodation is available by request for all candidates taking part in the selection/recruitment process.