



Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult

DNSSAB IS HIRING!

BULLETIN NO.: D2026-06
POSITION: Human Resources (HR) Representative
DURATION: Non-Union. Permanent Full-Time

SALARY: \$66,266.58 to \$75,309.38
LOCATION: North Bay, ON

Reporting to the Manager of Human Resources (HR), the HR Representative is responsible for the timely administration of abilities management programs and the coordination of the full recruitment and selection cycle, including onboarding and offboarding activities of the District of Nipissing Social Services Administration Board (DNSSAB). This position ensures compliance with applicable legislation, collective agreements, and organizational policies, including Sick Leaves of Absence, Short-term disability (STD), Long-term disability (LTD) and Workplace Safety and Insurance Board (WSIB), and responds to employee, government, and third-party inquiries. The HR Representative removes barriers and maintains employee well-being and timely reintegration into the workplace and supports the recruitment plans of the organization.

The HR Representative works closely with HR and internal teams to ensure continuous delivery and improvements in all aspect of the organization's HR functions, including payroll and benefits administration, health and safety, accessibility, and other related areas required. As a member of the HR team, the HR Representative provides confidential HR administrative support to the HR department, demonstrates excellent customer service skills in interactions with staff at all levels, and acts as a back-up to the second HR Generalist position.

Qualifications:

- Two year post-secondary diploma in HR Management or related acceptable program is required;
- One year of HR experience in a multi-faceted environment, preferably within a public sector organization;
- Knowledge of the Employment Standards Act (ESA) and other related legislation, including the Occupational Health and Safety Act (OHSA), Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act (AODA), Workplace Safety and Insurance Act (WSIA), the Ontario Human Rights Code, and the Freedom of Information and Protection of Privacy Act;
- Related experience with the full recruitment and selection cycle, including onboarding and offboarding activities;
- Related experience with abilities management (e.g. leave of absence, accommodations, return-to-work plans etc.);
- Demonstrated understanding of finance and accounting concepts including direct experience processing payroll an asset;
- Strong working knowledge of HRIS systems, MS SharePoint, and Office suite of programs is required. Experience with payroll software is considered an asset;
- Excellent interpersonal, organizational, and presentation skills including excellent oral and written communication skills;
- Strong team player and customer service oriented with the ability to working independently and with all levels of the organization and follow up skills;
- Demonstrated professionalism when dealing with confidential and sensitive information, and ability to be firm in communicating policy-related decisions;
- Ability to manage daily workload, set priorities, meet required deadlines and follow-up accordingly in a fast-paced environment while managing with completing demands;
- Strong problem solving and analytical skills; meticulous attention to detail;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Flexibility of hours and location of work may be required;
- Valid Ontario Driver's License and a vehicle available for use on the job.

Full-Time Permanent Employees Enjoy:

- OMERS Pension Plan
- Health, Dental, Vision, Life and Long-term Disability (LTD) Benefits
- Be Part of an Inclusive Work Culture
- Generous Vacation Entitlement
- Paid Sick Days
- Employee Assistance Program
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion
- Business Casual Dress Code

www.dnssab.ca

Must be legally eligible to work in Canada. Police Record Check within three (3) months is a requirement.

This is a new vacancy. Applications for the above position will **only** be accepted through the **Plum Recruitment** Tool up to **4:30pm, Monday, February 9th, 2026. Please follow this link <https://bit.ly/3Oe5G1k> to apply now!** You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance. The DNSSAB does not use artificial intelligence or automated decision-making tools at any stage of the recruitment.