



## JOB DESCRIPTION

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|----------------------------------|-------------------------|
| <b>JOB TITLE</b>                 | Human Resources Intern  |
| <b>DEPARTMENT / PROGRAM AREA</b> | Human Resources (HR)    |
| <b>REPORTING TO</b>              | Human Resources Manager |
| <b>EFFECTIVE DATE</b>            | April 2024              |
| <b>SALARY</b>                    | \$20.00 per hour        |

### JOB SUMMARY

Reporting to the Human Resources (HR) Manager, the Human Resources Intern is responsible for performing confidential administrative functions within the Human Resources (HR) department. The position will work closely with the Human Resources and Corporate Services teams to ensure continuous delivery and improvements in all aspect of the organization's HR functions with a focus on recruitment and selection and payroll and benefits administration, including attendance and disability management, health and safety, and confidential administrative duties.

### JOB DUTIES AND RESPONSIBILITIES

#### Recruitment and Selection

- Support recruitment-related work: create job bulletins, schedule and participate in interviews, create interview questions, score interviews, conduct reference checks, prepare employment offer letters etc.;
- Coordinate technical and occupational requirements for new recruitments and departing employees including: HRIS profile, SharePoint permissions, computer access, email, softphone, printer code, ID badge, portal, server access etc.;
- Assist in working with employees, management, and other key stakeholders in all aspects of attendance and disability management including graduated return to work programs, modified work programs and accommodations;
- Support the coordination of on-boarding and mandatory legislative training as required;
- Attend networking activities such as career fairs, professional association meetings, and collaborate with local Universities and Colleges
- Assist to create statistical reports, using recruitment and training data.

#### Payroll, Pension and Benefit Administration

- Assist to process the bi-weekly payroll for both DNSSAB and Nipissing District Housing Corporation (NDHC) and Paramedic Services employees, following each employee group's pay schedule and adhering to both group's CUPE Collective Agreements and

non-union policies, including processing Board of Directors stipend and monthly Board Honorariums;

- Support the administration of the group benefits plan and pension plan;
- Assist to process employee salary changes, promotions, demotions, merit increases and other changes, and set up new employees in INFO-HR, and assist to compile and prepare reports as needed. e.g. sick leave, vacation entitlement etc.;
- Assist to prepare the monthly/annual reconciliations and year-end processes e.g. union dues, pension, WSIB, T4's.

### **Disability Management**

- Assist with preparing correspondence for graduated return to work programs, modified work programs, accommodations, WSIB, medical professionals and related agencies as required;
- Assist to coordinate and submit Workers' Compensation claims and complete WSIB Form 7's for workplace injuries.
- Assist in working with employees, management, and other key stakeholders (e.g. insurance company WSIB, medical professionals etc.) in all aspects of attendance and disability management, including preparing correspondence regarding submission of application documentation, status of claims, accommodations and return to work plans.

### **Health and Safety, Accessibility and Employee Assistance Program (EAP)**

- Provide administrative support to the management representatives of the Joint Health and Safety Committee and the Accessibility Committee;
- Assist to create statistical reports, using incident and injury data, and other relevant workplace health and safety trends as identified by the JHSC;
- Support the coordination of workplace health, safety, accessibility, EAP and employee wellness initiatives, activities, and improvements as identified and upon direction of the HR Manager.

### **Other Duties**

- Provide general administrative support including: draft letters, photocopy, handle employee medical notes, scan performance reviews in Human Resources Information System (Info-HR), and scan and file other confidential information etc.;
- Assist to create and maintain all records and databases, perform periodic audits, and create statistical reports and/or supporting information to be used by the senior management team in making decisions;
- Assist to create and maintain new employee personnel files hard copies and/or electronically as required, and archive old files in accordance with the HR retention policy;
- Respond to and provide support and solutions to employees on general inquiries in accordance with legislation, organizational policies, procedures and collective agreements;
- Assist to process HR invoices and receipts for reimbursement, and liaise with Finance and outside vendors on invoice related inquiries;
- Assist with the development and implementation of HR programs in accordance with the needs of the DNSSAB and/or corporate expectations;
- Maintain confidentiality of all HR related information, including but not limited to recruitment and selection, payroll and benefits administration, attendance and disability management, health and safety;
- Other duties as assigned by the HR Manager or Chief Administrative Officer (CAO).

**As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.**

## **QUALIFICATIONS**

- Post-secondary diploma program in Human Resources Management, Payroll Administration, or Business Administration;
- Excellent interpersonal skills, including excellent oral and written communication skills;
- Excellent organizational and time management skills with demonstrated attention to detail to ensure successful completion of tasks while providing excellent service;
- Ability to manage daily workload, multi-task and set priorities to meet required deadlines while managing competing demands in a fast-paced environment;
- A self-starter, with ability to work with all levels of the organization;
- Ability to work both independently and co-operatively as member of a team;
- Working knowledge of MS SharePoint, and Office suite of programs is required;
- Ability to maintain and respect confidentiality;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Flexibility of hours and location of work may be required;
- A valid Ontario driver's license and a vehicle for use on the job.