



Human Resources (HR) Intern

Bulletin No. D2023-09

Temporary Full-Time
12 Months

Salary
\$20.00 per hour

Location
North Bay



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 time.

Full-Time Contract Employees Enjoy:

- Health, Dental, & Vision Benefits
- OMERS Pension
- 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

www.dnssab.ca

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:



Pending NOHFC funding
approval.

Do you aspire to have a fulfilling position in the human services delivery environment and to make a difference in the lives of the people in our community? The District of Nipissing Social Services Administration Board (DNSSAB) prides itself on putting people first. Here at the DNSSAB, we strive towards a future of healthy, sustainable communities within our region. To achieve this, we are looking for a talented Human Resources (HR) Intern to add to our exceptional Corporate Services team.

The HR Intern position is a one-year internship located in North Bay. This opportunity is supported by the Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/peoplealent-program/workforce-development-stream>. The HR Intern is responsible for performing confidential administrative functions within the HR department. The position will work closely with the Human Resources and Corporate Services teams to ensure continuous delivery and improvements in all aspects of the organization's HR functions, with a focus on recruitment and selection, payroll and benefits administration, attendance and disability management, health and safety, and confidential administrative duties.

Qualifications:

- Post-secondary diploma 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 a 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.

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

Applications for the above position will **only** be accepted through the **Plum Recruitment Tool**. This posting will remain open until filled. **Please follow this link <https://bit.ly/3ZQVA0w> 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. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.