



## DNSSAB IS HIRING!

### 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.

**BULLETIN NO.:** D2025-32

**SALARY:** \$64,336.49 to \$73,115.90

**POSITION:** Human Resources Representative

**LOCATION:** North Bay, ON (Hybrid

**DURATION:** Temporary Full-Time (up to Dec. 31<sup>st</sup>, 2025)

Work Available)

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 Representative to add to our exceptional Corporate Services team.

Reporting to the Human Resources (HR) Manager, the HR Representative is responsible for the coordination of the full recruitment and selection cycle, including onboarding and offboarding activities of the DNSSAB. The HR Representative will support the recruitment plans of the organization including networking initiatives through industry contacts, association memberships, trade groups, attending job fairs or other community employment enhancing activities. This position will assist in the coordination of HR activities of the DNSSAB, ensuring adherence to provisions of applicable collective agreements, internal operating policies and procedures and legislation.

#### Qualifications:

- Two year post-secondary diploma in HR Management, Payroll Administration or related acceptable program is required;
- One year of HR and payroll administration 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;;
- Demonstrated understanding of basic financial concepts including direct experience processing payroll an asset;
- 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;
- 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;
- French language, both written and oral, is considered an asset;
- 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.

#### Contract Employees Enjoy:

- OMERS Pension Plan (Non-Full Time Employees)
- 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

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

Applications for the above position will **only** be accepted through the **Plum Recruitment** Tool up to **12:00PM, Monday, May 12th, 2025. Please follow this link <https://bit.ly/42DOEsc> 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!

[www.dnssab.ca](http://www.dnssab.ca)

**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.**