

DATE: June 10, 2021

REGION: Toronto

POSITIONS: Canada Summer Job: Human Resources Administrator

LOCATION: Central Office-HR

HOURS: Various - 35hrs/8 weeks
July- September
(Must be available to work full duration)

SALARY: \$14.00

[Aptus Treatment Centre](#) delivers holistic, person-centered quality services to people who have intellectual disabilities, their families, and the community. Being a part of our team means that you will have continuous opportunities to learn and develop skills, share your interests with others and build positive, supportive working relationships with highly valued staff teams, students and volunteers. We welcome applications from exceptional, qualified candidates and look forward to meeting you.

POSITION SUMMARY:

- Commit to and demonstrate the Mission, Vision and Values (Choice, Integrity, Respect, Inclusion) of Aptus Treatment Centre through attitude, actions and behaviours.
- Ensure compliance with all relevant legislation and organizational policies and procedures.
- To work as an integral member of the Human Resources Department
- Provide administrative support and assistance to the Human Resources Coordinator and/or HR Director
- Answer and respond to initial staff enquiries
- Maintains the confidentiality of the people we serve, staff and Association information at all times
- Maintain the safe storage and retrieval of all files
- Communicate effectively (verbal/written) with students, internal and external staff, program consultants, caregivers and families
- Coordinate interviews, request reference checks, responds to emails
- Sort and file documents
- Data entry
- Stay informed about organizational priorities; seek information or clarification if needed.
- Participate in other tasks or activities as assigned.

QUALIFICATIONS:

- To qualify for the HRDC Summer Student, the following qualifications must be met:
 - Must be between 15 and 30 years of age at the start of the employment*;

- Must be at least 15 years of age at the beginning of the employment period.
- May be more than 30 years of age at the end of the employment period as long as you were 30 at the beginning of the employment period.
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and,
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- **International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.
- Relevant Degree, Diploma or equivalent education and/or experience (Business Admin, Communications, Human Resources)
- General understanding of disability issues, resources and legislation relevant to supporting people with an intellectual disability, including Human Rights
- Well-developed computer skills (word, excel);
- Fast learner and pays keen attention to details
- Ability to multi-task, problem solve and organize work schedules/tasks;
- Previous experience in the non-profit sector an asset;
- Demonstrated resourcefulness and creative problem solving skills
- Strong interpersonal and relationship building skills
- Self-motivated, ability to work on own initiative with minimal supervision
- Able to work successfully in a team
- The ability to speak fluent English and demonstrate effective verbal and written communication skills
- A Vulnerable Sector Police Check dated within the last 3 months

Reporting to: HR Coordinator

Start Date: July 2021

Aptus Treatment Centre will provide, upon request, accommodation to the materials and processes used in the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act, Integrated Accessibility Standards.

Note: References will only be checked for candidates who meet certain qualifications.

Please Quote Job Posting: HRDC2021-HR

Please send your letter of application and current resume to: jobs@aptustc.com by June 18, 2021.

We thank all interested applicants; however, we will only contact those who best meet the requisite skills, experience and qualifications. Aptus Treatment Centre is an equal opportunity employer.