



# Ontario Aboriginal Housing Services

**Position:** Human Resources Assistant

**Closing:** Posting will remain open until position is filled

**Term:** 1-Year Contract

Ontario Aboriginal Housing Services (OAHS) provides safe and affordable housing for First Nation, Métis, and Inuit people living in urban and rural areas of Ontario. Our Vision is “to lead the design, development and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures”.

Housing Services are provided throughout the province by over 75 Team Members as well as a wide range of Partners including Indigenous Organizations, Community Organizations, Governments (Municipal, Provincial, Federal), and Private Sector. Our Main Office and Service Centre is located in Sault Ste. Marie and we have Satellite Service Centres in Dryden, Peterborough, and Hamilton. Services provided include:

- Property management of over 2300 subsidized and unsubsidized housing units;
- Provision of an assisted homeownership program providing down payment and home purchase assistance;
- Provision of an assisted homeowner repair program;
- Supportive housing services for community members;
- Planning and development of new housing; and
- Program management, program development and title services to local community organizations.

Founded in 1994, OAHS provides housing services to both Indigenous and non-Indigenous people. OAHS is governed by representatives from three Indigenous organizations in Ontario – the Ontario Federation of Indigenous Friendship Centres, Ontario Native Women’s Association, and the Métis Nation of Ontario. Learn more at [www.OntarioAboriginalHousing.ca](http://www.OntarioAboriginalHousing.ca)

We are currently seeking a motivated, conscientious, self-starter to join our Human Resources team at our office in Sault Ste. Marie. As the **Human Resources Assistant**, under the direction of the Human Resources Manager, you will be responsible to provide support to OAHS regarding all Human Resources matters.

**Duties and responsibilities will include, but not be limited to, the following:**

- Support the OAHS mission and vision and make significant contributions to the achievement of the corporate strategic plan;
- Contributing to achievement of division and organization key performance indicators;
- Assist in the recruitment process including preparing job postings, receiving and reviewing applications/resumes, coordinating and conducting interviews, completing reference checks, and preparing employment offers;
- Assist in the development of employee training programs and delivery of training as required (utilizing on-line training provider); monitor progress and track completion;
- Ensure confidentiality is maintained with respect to all HR and payroll related data;
- Maintain and update employee files, and update employee information in the HRIS;
- Prepare general forms, letters, reports, presentations and memos, as required;
- Provide administrative support for the HR function;
- Assist with benefit and retirement program processing, and
- Other duties as assigned.



**The successful candidate will have the following qualifications and skills:**

- Knowledge of and an appreciation for Indigenous cultures and demonstrated values that focus on assisting people;
- Post-secondary education in Human Resources or Business Administration or a combination of education and related experience;
- Experience with HR-related functions, including familiarity with recruitment, compensation, benefits administration, employee relations, health and safety, as well as training and development;
- Knowledge of all applicable legislation, including the Employment Standards Act, Ontario Human Rights Code, Pay Equity Act, Occupational Health and Safety Act, and general knowledge of Human Resources Policy and Procedures;
- Demonstrated ability to work independently and within a highly motivated, professional and results-oriented team;
- Knowledge of Microsoft Office suite and other software products (including MS Word, Excel, PowerPoint and email required);
- Ability to communicate professionally using multiple channels with a variety of stakeholders both internal and external to the organization; and
- Strong interpersonal, problem-solving, and organizational skills and demonstrated ability to contribute to achievement of team goals.

**Conditions of employment:**

- Ability to travel as required (limited requirement);
- Ability to work varying hours/days if required;
- Valid CPIC clearance (Criminal Records check); and
- References.

**Compensation:**

- In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package (some benefits take effect after your probationary period has been successfully completed). This comprehensive compensation package includes:
  - Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
  - Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Indigenous Peoples Day, Remembrance Day, and Family Day;
  - Opportunity for cultural, educational and other approved leaves;
  - Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity; and
  - Competitive salary in pay band B2 with a range of \$32,500.00 to \$45,600.00

**Working Conditions and Physical Capabilities:**

- Ability to sit at a desk for extended periods of time during the work day;
- Ability to communicate verbally, in person and by telephone with staff and clients;
- Repetitive tasks;
- Ability to use office equipment and use of filing cabinets; and
- Ability to lift up to 20lbs.



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Please note that you are encouraged to apply early as interviews will be scheduled as applications are received. Please apply with your cover letter and current resume, using one of the following two options:

- Email to [HRSSM@oahssc.ca](mailto:HRSSM@oahssc.ca) or
- Mail confidentially to: Amanda McAuley  
Human Resources and Payroll Associate  
Ontario Aboriginal Housing Services  
500 Bay Street  
Sault Ste. Marie ON P6A 1X5

***In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.***

*Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including people who identify as LGBTQ2S+.*

*This competition is open to internal and external candidates with the possibility of Secondment for internal candidates. The continuation of this position is subject to funding renewal.*

*We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.*