



Has an exciting opportunity for a  
**Human Resources Assistant (Permanent; Full-time)**

Nucleus Independent Living is a non-profit agency that provides local and regional services in addition to person-centered services to support frail seniors and adults with physical disabilities living at home in the community. Known for our innovation and service philosophy, our employees bring our values to life through a passion for quality service delivery. We are committed to creating an environment where you feel valued and where you are able to utilize your skills and expertise to make a positive difference. This position reports to the Manager, Human Resources. The main responsibilities include, but are not limited to:

- Actively participate in development; implementation; evaluation and maintenance of the organization's health and safety; training and development; return-to-work and attendance management programs
- Oversee and report on compliance to internal health and safety policies and applicable legislation, including compliance with legislated standards; training; evaluation and continuous improvement initiatives
- Ensure internal documentation (i.e. Critical Incident Reports; Notable Events; etc.) are completed and actioned in a timely manner
- Prepare and submit WSIB forms and all other relevant claims documentation within established timelines
- Recommend and implement necessary process improvements according to established industry best practices
- Coordinate organization's early and safe return-to-work program ensuring all stakeholders are involved as appropriate and provided timely updates as applicable
- Liaise effectively and respectfully with employees at all levels of the agency and representatives from external agencies
- Support and facilitate the activities of the Joint Occupational Health and Safety Committees
- Conduct / participate in investigations arising from accidents, incidents and near misses
- Perform health and safety and ergonomic orientations with new employees
- Prepare and coordinate materials for annual reviews; accreditation processes and ad hoc audits
- Coordination of training and development activities; tracking attendance and monitoring certification compliance
- Support Human Resources department with other tasks and projects as applicable.

The successful candidate will be a positive, high energy, team player with the ability to juggle multiple demands to meet simultaneously occurring deadlines. In addition to your excellent communication skills and flexibility, you are highly organized and possess a solid ability to plan and effectively manage large volumes of work. You are resourceful, a self-starter, able to work under pressure with minimal direction, able to manage your own time and projects and are passionate about delivering excellent customer service. In addition, your education, experience and skill sets include:

- Post-secondary education in Occupational Health and Safety, Disability Management, Human Resources, or related field or equivalent work experience
- Minimum two (2) years direct experience in a Human Resources role with direct health and safety / WSIB claims experience
- Demonstrated understanding of, and commitment to, confidentiality and privacy requirements
- Experience working in a unionized environment within the community care or healthcare sector is preferred
- Demonstrated knowledge of relevant legislation including, *Occupational Health and Safety Act, Ontario Human Rights Code, Workplace Safety and Insurance Act, Ontario Employment Standards Act and Accessibility for Ontarians with Disabilities Act*
- Demonstrated ability to work effectively with internal and external stakeholders in a respectful, professional manner
- Highly developed interpersonal; tact and diplomacy skills
- Highly developed analytical, problem solving and conflict resolution skills
- Strong ability to assess cases and make recommendations
- Advanced computer skills with Microsoft Office products required; Word, Excel and Power Point
- Experience utilizing databases in order to generate reports
- Timely and accurate maintenance of records and filing systems
- Sound judgment and the ability to effectively assess a situation to determine the urgency and risk, problem solve and escalate accordingly

- Ability and willingness to travel to other locations as required

Please forward your cover letter and resume, in PDF Format, quoting Job Posting # 044 outlining your qualifications to: [careers@nucleusonline.ca](mailto:careers@nucleusonline.ca) or by Fax: 905-829-0555

Posting Date: March 28, 2018

Closing Date: April 11, 2018

Nucleus welcomes and encourages applications from those with disabilities and will make every effort to accommodate any needs of candidates under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA).

Please inform us if you require any accommodation through the hiring process.

Nucleus is an Equal Opportunity Employer.