

# Human Resources

<p><b>Program Position and Summary:</b></p>	<p>Human Resources, Assistant to the Executive Director</p> <p>Responsible for the development and administration of strategic human resource planning and benchmarking in a manner that conforms to the organizational culture and overall goals and objectives. Implements and ensures compliance with applicable Human Resource programs/policies and procedures. Develop and maintain HR Policies and Procedures.</p>
<p><b>Responsibilities:</b></p>	<p>May include but not limited to:</p> <ul style="list-style-type: none"> <li>• Plan, develop, implement and evaluate personnel and labour relations strategies including policies, programs and procedures to address an organization's human resource requirements.</li> <li>• Research and prepare occupational classifications, job descriptions, salary scales and competency appraisal measures and systems.</li> <li>• Plan and administer staffing, total compensation, training and career development, employee assistance and employment equity programs</li> <li>• Manage programs and maintain human resources information and related records systems.</li> <li>• Co-ordinate employee performance and appraisal programs.</li> <li>• Research employee benefit and health and safety practices and recommend changes or modifications to existing policies.</li> </ul>
<p><b>Skills Required:</b></p>	<ul style="list-style-type: none"> <li>• HIV/AIDS Awareness. Communication and interpersonal skills, ability to take initiative, non-judgmental attitude. Respect of privacy and personal information where a high level of confidentiality must be maintained.</li> <li>• Must possess cultural and political awareness and sensitivity, demonstrate sound work ethics</li> <li>• Ability to work independently or in a team setting. Ability to use sound judgement and problem solve. Ability to work with different personality types.</li> </ul>
<p><b>Training:</b></p>	<p>HIV/AIDS 101; Harm Reduction; Hepatitis C; Diversity and Ontario Accessibility Standards Training – Serve-Ability. Workplace Safety and Harassment Prevention.</p>
<p><b>Time Commitment:</b></p>	<p>TBD</p>
<p><b>Supervision:</b></p>	<p>Tom Hammond, Executive Director E: <a href="mailto:director@archquelp.ca">director@archquelp.ca</a> T: 519 763-2255 ext. 129</p>
<p><b>Other:</b></p>	<p>Candidate should be a student in the Human Resources Department</p>