

Job Posting

Special Needs Resourcing and Human Resources Administrator

Community Living Hamilton (CLH), a busy and vibrant organization that supports 1,600 adults and children with diverse abilities thrive in the community. We have an opening for the role of a **Regular Full-Time Administrator** to work within our **Special Needs Resourcing (SNR)** and **Human Resources** teams.

ORGANIZATION PROFILE – CLH is the region’s largest service provider for individuals with developmental disabilities such as Down Syndrome and Autism. We are dedicated to helping them achieve their full potential, be included in our community, and, ultimately, build great lives.

This is an exciting time to join Community Living Hamilton. We have redefined our Mission, Vision, and new Values and are in the process of establishing a new strategic plan for the next three to five years. As an accredited organization, we offer widely recognized expertise and serve more than 1,600 people with special needs every year – from children to aging seniors. We offer community participation programs, residential services, respite services, employment supports, and services designed for children.

Responsibilities

Administration

- Primary receptionist for Special Needs Resourcing:
 - Courteously respond to inquiries from licensed child care providers and the public, referring issues to the appropriate Supervisor as needed
- Database Administration - ShareVision:
 - In consultation with SNR Supervisors, schedule staff according to the requirements for Enhanced Classroom Support
 - As part of intake, input referrals received from the City of Hamilton in accordance with defined service targets
- Process purchase orders and invoice requests
- Primary coordinator for mass mailings, setting up mail merges, and labelling
- Order all consumables and office supplies through head office
- Support training administration by booking rooms and trainers
- Manage the calendar for bookable meeting rooms
- Other duties as required

Scheduling

- Intake staff absence calls and complete the appropriate coding in ComVida
- Secure replacements for staff absences
 - If applicable, inform childcare centres of the changes in staffing
- Use SNR staff placement information to create master schedules
 - Complete ECS confirmation letters and share with the SNR department, the Licensed Child Care Providers, and the City of Hamilton
- Ensure that all scheduling practices are consistent and are in alignment with the language of the Collective Agreement
- Other scheduling-related duties as required

Training and Development

- Primary point of contact and the key support for the organizational leadership team in the administration of the CLH Surge Learning Management system
- Primary point of contact and administration of the agency's annual performance review processes
- Support the annual recertification process and update documentation related to CPR/First Aid, Nonviolent Crisis Intervention (NCI) training, and WHMIS

Developing People and Relationships

- Contribute to a culture of engagement where people feel connected to the organization, valued in their contributions, and where they are invested in achieving shared goals
- Develop and maintain relationships with internal and external stakeholders that enhance the image and reputation of the organization, our services and our staff team

Qualifications

- 2+ years' experience in an office administration or Human Resources Generalists or Administrative role
- 1+ year experience with primary or backup responsibility for unionized staff scheduling preferred
- 2+years' experience using comparable database systems such as an ERP, HRIS, payroll or time and attendance, and Learning Management systems. Demonstrated ability to learn and operate varied database applications
- 2+ years' experience in the childcare, developmental services or related sector strongly preferred
- Highly proficient office administration application skills: Outlook, MS Office (Excel, Word, PowerPoint, etc.)
- Exceptional organizational, interpersonal and communication skills, both written and verbal
- French language fluency, or other language fluency preferred

If this describes you and you are interested, please submit your expression of interest, including a covering letter and résumé to:

Human Resources Department
Community Living Hamilton
humanresources@clham.com
Fax: 905-528-5156

Posting closes **September 25, 2023 at midnight**
Or until the position is filled

Community Living Hamilton welcomes applications from candidates with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To learn more about us, visit: communitylivinghamilton.com/