



Internal & External posting

September 26, 2023

KidsAbility empowers children and youth with special needs to realize their full potential.

**1.0 FTE HRIS Assistant
Commencing ASAP
Primary Site: Waterloo**

KidsAbility is an equal opportunity employer that is dedicated to over 60 years of proven community outreach and servicing of families across the Waterloo and Guelph Wellington Regions. With core values such as collaboration, respect, accountability, integrity, and inclusion, KidsAbility offers employees:

- Access to Employee Assistance Programs
- Organizational transparency on missions, visions, and future development
- Social Events and opportunities to give back to your community
- A supportive and caring work environment with a strong focus on client service and supporting staff to meet our mission critical work

The role of HRIS Assistant will focus on supporting the organization, Human Resources (HR) and Finance team in administrative tasks, updating and maintaining HRIS, and responding to internal queries. The ideal candidate can assist with a wide range of tasks with various deadlines on a regular basis, communicate with numerous partners while embodying and support a welcoming, inclusive, and nurturing culture in line with KidsAbility's Vision, Values, and strategic priorities.

The HRIS Assistant will work with the HR and Finance team to maintain and input employee information into the HRIS in line with payroll cycles. They will react and respond to changes in a timely manner, and run reports, as required. Such duties include, but are not limited to:

- Maintain personnel documentation, records and HRIS profile
- Update scheduling of staff and ensure appropriate time and attendance coding
- Investigate and resolve scheduling issues with staff and management
- Coordinate the administration of employee leaves
- Ensure employee vacation entitlement is accurate and adequately documented
- Support administrative requirements such as: developing forms and spreadsheets, tracking and filing of employee documentation and other administrative tasks as required
- Monitor and respond to inquiries and questions
- Regularly audit employee records to ensure continued accuracy
- Support HR projects, report building, and analysis and additional tasks as required

Qualifications

- Post secondary degree or diploma in a related field and/or one (1) year human resources or finance experience
- Experience working with an integrated computerized database; experience using MediSolutions Virtuo MIS software and Crystal reports is considered an asset
- Proficient in using a variety of computer applications including MS Windows, MS Office, Teams, SharePoint, web-based programs
- Excellent written communication skills, including superior writing, proofreading and communication planning skills
- Must have strong analytical skills, exceptional organizational abilities, and be able to prioritize tasks while meeting strict deadlines and demonstrating excellent follow-up
- Outstanding interpersonal and customer service skills, with the ability to foster strong relationships and work collaboratively with all levels of the organization
- Understanding of Human Rights Code legislation (including special programs, accommodation, competing rights), Employment Standards, AODA, employment related law, bias-free and promotion principles, and practices

- Good judgement, interpretation, and a degree of independent thinking
- Ability to work in a fast paced, dynamic environment with the ability to model professionalism and integrity; handle sensitive and confidential information
- Ability to work on site, at multiple locations

Interested applicants should submit a cover letter and resume, only if you have the stated requirements, by end of day **October 4, 2023 to:**

Human Resources
recruitment@kidsability.ca

Equity, Diversity, and Inclusion are core values at KidsAbility. We are an organization that values, respects, and celebrates the diversity of all. We are committed to creating a more inclusive and barrier-free work environment for all staff. We encourage applications from visible minority groups, women, Indigenous peoples, and persons with disabilities. We also welcome applications from all people, without regard for religion, age, sex, sexual orientation, gender identity or expression, marital or domestic/civil partnership status, genetic information or any other ground protected by applicable law.

KidsAbility strives to create an accessible and inclusive recruitment process. If you require any accommodation, please contact Human Resources in advance for assistance at recruitment@kidsability.ca.

Please note that all prospective KidsAbility employees are subject to mandatory immunization requirements, including the full and ongoing COVID-19 vaccination, as a condition of obtaining and maintaining employment. We will make accommodations as directed by the Ministry of Children, Community and Social Services and the Chief Medical Officer of Health.