

Talent Acquisition Recruiter (12 – 18 Month Contract, Full-Time)

Reporting to the Vice President, Human Capital, the Talent Acquisition Recruiter supports the Human Capital Team in the recruitment, selection, orientation and the on-boarding process for Personal Support Workers and other roles to support the Assisted Living Services Plus (ALS +) program. The Talent Acquisition Recruiter supports staff on an on-going basis based on the organization's needs.

Responsibilities include but are not limited to:

Recruitment and Selection

- Participate throughout the full cycle of recruitment by developing job postings, phone interviews, face-to-face interviews, reference checks and job offers
- Coordinate the recruitment and advertising process including creating and maintaining role specific screening materials, recruitment postings, and selection of appropriate advertising platforms
- Ensure that all recruitment materials such as pre-screening guides, interview guides and reference checking tools are relevant and up to date
- Complete pre-screening of candidates and provide hiring managers shortlisted candidates
- Draft and provide employment offer to successful candidates
- Maintain connections with local employment agencies, attend relevant job fairs, utilize recruitment platforms to engage with candidates (i.e. Indeed, LinkedIn and Social Media)
- Provide guidance to management team to ensure appropriate selection of candidates, based on skills, competencies and suitability
- Maintain an Applicant Tracking System
- Ensure legislative requirements are upheld during the recruitment and selection process

Orientation and Onboarding

- Coordinate and facilitates the employee onboarding process including the preparation of employee onboarding packages, collect materials and create employee files
- Create new physical employee files, create employee files in CIMS and ADP
- Ensure legislative requirements are upheld during the onboarding and orientation processes

Administrative Tasks

- Handle the processing of new hires, status changes and separations
- Create employment letters and employment related correspondence
- Maintain employee files and HRIS
- Filing, data entry, and other related tasks to ensure office is organized
- Work closely with HC Placement Students

Qualifications required:

- Post-secondary education in Human Resources Management (i.e. HR degree, three-year diploma, or graduate certificate required)
- CHRP designation or working towards is an asset
- Proven experience as an HR Assistant or relevant HR/Administrative position
- Hands on experience with an HRIS or similar database



Community Care Durham

SUPPORTING PEOPLE, STRENGTHENING COMMUNITY

- Basic knowledge of the Employment Standards Act
- Excellent Organizational Skills
- Strong Communication Skills – written and verbally.
- Satisfactory Police Vulnerable Sector Check or Enhanced Police Information Check
- Sensitivity to adults with needs related to aging, physical and/or mental health
- Adhere to COVID-19 safety practices including two doses of COVID-19 Vaccine (where medically able in accordance with our Immunization Policy)
- Must work in a safe manner and promote the health and safety of all staff, volunteers, clients and the community as outlined within CCD policies

Compensation: Starting at \$26 per hour; plus 6% vacation pay

*Education and experience will be taken into consideration

Please apply in writing referencing posting #2022-212 outlining qualifications and experience by 4:00pm on Thursday, October 13, 2022 to

Human Resources, Community Care Durham email: careers@communitycaredurham.on.ca