



Formerly known as
Homestead Christian Care

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JOB POSTING

Volunteer and Human Resources Support – Full Time

Indwell Main Office, 1430 Main Street E, Hamilton, ON

Closing date for applications: April 27, 2018

Start date: May 2018

Our Mission: Indwell is a Christian charity that creates affordable housing communities that support people seeking health, wellness and belonging.

Position Description: The Volunteer and Human Resources Support works collaboratively to coordinate Indwell's volunteer program and provide administrative support to Human Resources.

Hours of Work: 40 hours per week.

Duties for this position include:

- Recruit, orient, train and place volunteers.
- Meet with volunteers for regular check-ins, and evaluation.
- Supervise volunteer teams and groups.
- Maintain the volunteer database, and provide support to staff and volunteers using the database.
- Assist with recruitment of employees, i.e. posting jobs, coordinating interview appointments and assisting with processing applications and interviewing applicants.
- Assist with new employee onboarding and orientation.
- Set up personnel files for new employees.
- Entering data into the HRMS and payroll database.
- Following applicable regulations, policies and procedures.

Skills:

The successful candidate should demonstrate a warm, sensitive and caring approach, the ability to work independently, be flexible, organized, responsible, and take initiative. Must have strong problem solving skills, be able to maintain good interpersonal relationships and have a genuine interest in supporting people living with mental illness.

Demonstrates commitment to Indwell's mission, vision and faith statement.

Excellent communication skills (reading, writing, speaking and listening)

Excellent knowledge of Microsoft Office 365 and other office systems.

Education/Experience: Minimum Bachelor's degree is required. Education or experience in office administration, volunteer administration and human resources support is preferred.

Remuneration: \$38,000 – \$44,000 salary based on education and experience. Indwell offers a competitive benefits package and RRSP contribution.

To apply send a cover letter to Rudy Essegern, Human Resources Manager
ressegern@indwell.ca

Personal information submitted will be used only for employment opportunities within Indwell in accordance with the Freedom of Information and Privacy Act.

Accommodation will be provided in all parts of the hiring process as required under Indwell's Employment Accommodation policy. Applicants need to make their needs known in advance.