

We Never Say No. We Never Give up. We Never Turn Anyone Away.

Wood's Homes is a multi-service, non-profit children's mental health centre based in Calgary. Our over 550 staff and volunteers help provide 35 programs and services for 28,000 children and their families each year in Calgary, Lethbridge, Canmore, Strathmore, Fort McMurray and Fort Smith, N.W.T.

The commitment to high-risk adolescents, many of whom are faced with some very tough issues, is a point of pride for Wood's Homes. The type of work we do requires quick thinking, confidence, forgiveness and persistence. We are proud of the high quality support services offered to our clients, partners and communities and, through our programs, will continue to promote and assist in the development and well-being of children, youth and families.

We are currently seeking a **full-time Human Resources Assistant** for our **Human Resources Department on Parkdale Campus**.

The Human Resources Assistant is responsible for the timely and accurate attention to administrative matters relating to Human Resources.

This position reports to the Human Resources Manager.

RESPONSIBILITIES include but are not limited to:

- Provides support with recruiting such as posting positions.
- Maintenance of Human Resources (HR) employee files.
- Assists with creation of the monthly HR Newsletter.
- Coordination and registration of staff certification and training.
- Prepares On-boarding packages of New Hires and Practicum's.
- Prepares monthly birthday gifts.
- Assists with Career Fairs and Recruitment events.
- Maintains employee data base and inputs staff information.
- Performs other related work as assigned.

QUALIFICATIONS AND EDUCATION:

- Bachelor's degree and/or four years related experience in Human Resources; or equivalent combination of education and experience.
- Proven organizational skills.
- Proficiency in HRIS or payroll systems. (Ceridian Dayforce experience an asset)
- Excellent computer skills in a MS Windows environment including Excel and payroll/HR database management and record/statistics.
- Evidence of the practice of a high level of confidentiality, people/relationship/communication skills.
- Shares the values of Wood's Homes.

Wood's Homes is proud to be awarded one of the 100 Best Places to Work in Canada for 2011 and 2012, as well as one of Canada's Best Workplaces for Women in 2011. We offer an exceptional benefits package including vision, dental, extended health, a generous Group Registered Pension Plan and a Computer Literacy Incentive Plan.

Please submit a resume to Wood's Homes – Human Resources Department (Parkdale Campus) via email to: human.resources@woodshomes.ca. Please quote '**Last Name, First Name, HR Assistant**' in the subject line. We thank all applicants for their interest, only those selected for an interview will be contacted.

Please visit us at www.woodshomes.ca for more information about our organization.