



Job Description	
Title	Human Resources Placement Student
Reports to	Manager, Human Resources
Position Type	Student
Location	Kingston
Start Date	Winter 2025

Organization Overview

Kingston Community Health Centres (KCHC) provides integrated health and social care services to the community. Our approach is grounded in principles of social justice and health equity, ensuring that everyone has access to quality care and support. As part of our commitment to inclusivity and well-being, we strive to foster an environment that creates a great place to work, learn, and participate.

Position Overview

The HR student will support a wide range of human resources functions, gaining valuable hands-on experience while contributing to key organizational initiatives. The role will involve working closely with the HR team on projects that improve organizational efficiency, employee training, recruitment, policy development, and health and safety practices.

Key Responsibilities	Detailed Responsibilities
Human Resources Information System	- Assist in the implementation and full utilization of the organization's HRIS, including, but not limited to performance management, recruitment, onboarding, training, and employee surveys. - Input and manage employee data, ensuring accuracy and timely updates. - Support HRIS reporting functions and provide troubleshooting assistance as needed.
Training and Development	- Help identify required training by position and develop a comprehensive organizational training plan. - Collaborate with the HR team to build, update, and manage the training library. - Participate in training needs assessments and assist in the coordination of employee training programs.
Recruitment, Selection, and Retention	- Participate in the end-to-end recruitment and selection process, including job posting, interview scheduling, and candidate communication. - Design and develop a repository of standardized interview questions aligned to job roles and competencies. - Support the development and facilitation of selection process training for team members. - Collaborate on talent review processes and maintain up-to-date records on succession planning efforts. - Support the implementation of employee recognition programs



Policy & Compliance	• Support the development and revision of organizational policies through participation in organizational committees. • Assist in documenting policy changes and ensuring alignment with legal and regulatory requirements. • Conduct research on best practices and make recommendations for policy enhancements. • Assist in the development and implementation of OHS initiatives, including workplace violence prevention programs. • Participate in safety audits and inspections to identify areas for improvement. • Support communication and training related to health and safety protocols across the organization.
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Organizational Responsibilities

- Promotes and demonstrates through example the mission, values, and culture of KCHC
- Complies with all relevant legislation and KCHC policies, including privacy laws
- Supports consistent application and development of KCHC policies and procedures
- Supports KCHC's student and volunteer placement programs
- Promotes awareness of and participation in KCHC activities
- Demonstrated commitment to continuous learning and quality improvement

Competencies

Organizational Competencies: Accountability, Client Focus, Collaboration, Continuous Learning

Position Competencies: Communication, Time management, Attention to detail, Teamwork, Relationship Building, Problem Solving

Requirements

- Excellent interpersonal skills, and a commitment to being a team player
- Excellent verbal and written communication skills.
- Excellent organizational skills and above average attention to detail
- General understanding of the programs and services offered at Kingston Community Health Centres (KCHC)
- Current and satisfactory Criminal and Vulnerable Persons Check

Inquiries & Interest

If you're interested in learning more about this exciting opportunity or joining our fantastic team, we encourage you to reach out to us! For those eager to apply, please send us note outlining why you believe this opportunity is the right fit for you, and how your skills, experience, and future goals align with the role and our organization's mission.

Please send all communication to hr@kchc.ca.

All KCHC students have a duty to understand and follow KCHC policies, uphold high ethical and professional standards, and maintain confidentiality and privacy, using tact and good judgment in all dealings with other staff and clients.

Kingston Community Health Centres, 263 Weller Ave. Kingston ON, K7K 2V4

www.KCHC.ca