



POSITION:

Human Resources Assistant

SALARY:

**Band 4 \$56,950 to \$69,230
annually – Monday to Friday
– 35 hours per week**

Position includes a comprehensive
benefits package and pension plan

EFFECTIVE:

October, 2026

ACCOUNTABILITY:

Contribute positively to a
collaborative HR team

SUBMISSION:

Applications are to be submitted
with a cover letter and resume.
Tiffany Chapman, HR Coordinator
HR@cassellholme.on.ca

POSTING DETAILS:

There are three [4] pages
in this job description.

Closing:
September 30, 2026 – 4:00 p.m.

POSITION SUMMARY:

Cassellholme is seeking an organized, collaborative and service-focused Human Resources Assistant to join our Human Resources team.

This is an excellent opportunity for an HR professional looking to build broad, hands-on experience across the employee lifecycle in a dynamic healthcare environment. Reporting to the Manager, Human Resources, the Human Resources Assistant plays an integral role in supporting recruitment and selection, onboarding and offboarding, employee records, HR systems, employee inquiries, student placements and HR reporting.

The successful candidate will be someone who takes pride in accuracy, enjoys helping others, can manage multiple priorities and understands the importance of professionalism and confidentiality in Human Resources.

Established in 1924, Cassellholme has built a tradition of excellence in seniors' care. We have created a home environment that is sensitive to the needs and personality of each Resident. Our 240-bed Long-Term Care facility also provides home care and assisted living services in the District of East Nipissing. With more than 350 dedicated staff, Cassellholme is one of the largest employers in North Bay. We are excited about the redevelopment of Cassellholme, which will modernize and expand our services to Residents and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support the full recruitment and selection process, including preparing and posting vacancies, reviewing applications, coordinating interviews and candidate communications, conducting reference checks and preparing employment offers.
- Coordinate employee onboarding and orientation activities, including required documentation, clearances, training and system access.
- Process employee lifecycle changes, including new hires, employment status changes, leaves, transfers and terminations.
- Maintain accurate employee information within HR systems and databases and support the integrity of HR data and records.
- Maintain confidential employee files, conduct regular file audits and follow up on outstanding documentation.
- Serve as a first point of contact for employees, candidates, leaders and members of the public, providing professional and timely HR support.
- Monitor the general Human Resources inbox, respond to routine inquiries and coordinate appropriate follow-up.
- Support student placements and orientation, including documentation, system access and preceptor arrangements.
- Prepare HR reports, correspondence and documentation related to recruitment, staffing, seniority, probationary reviews and other HR activities.
- Support employee recognition and service award initiatives.
- Assist with the administration and consistent application of HR policies, procedures and collective agreement provisions.
- Contribute ideas to streamline processes, improve HR workflows and strengthen the employee and candidate experience.
- Participate in HR projects and initiatives and provide support to other members of the Human Resources team as required.

QUALIFICATIONS AND ABILITIES:

Education:

- Post-secondary diploma or degree in Human Resources, Business Administration or a related field.

Experience:

- Minimum two (2) years of experience in a Human Resources administrative or support role.
- Experience in a unionized, healthcare and/or long-term care environment is considered an asset.

Job Specific Competencies:

- CHRP designation, or progress toward obtaining the designation, is considered an asset.
- Working knowledge of applicable Ontario employment legislation, including the Employment Standards Act, Occupational Health and Safety Act and Human Rights Code.
- Strong computer skills and proficiency with Microsoft 365, including Outlook, Teams, Word, Excel and PowerPoint.
- Experience working with HRIS, applicant tracking, scheduling or related employee-management systems; experience with ADP Workforce Now and/or Synerion is considered an asset.
- Strong organizational and time-management skills with the ability to manage competing priorities and meet deadlines.
- Excellent attention to detail and a commitment to accuracy.
- Strong interpersonal, written and verbal communication skills.
- Demonstrated professionalism, discretion and sound judgment when working with confidential and sensitive information.
- Ability to work independently while contributing positively to a collaborative HR team.
- Initiative, problem-solving ability and a commitment to continuous improvement and service excellence.
- Bilingualism in English and French is considered an asset.

WHY JOIN CASSELLHOLME?

If you enjoy a role where no two days are quite the same, this position offers the opportunity to gain meaningful exposure to a broad range of Human Resources functions while working closely with employees, leaders, and members of the HR team. You will have the opportunity to contribute to recruitment and onboarding, HR systems and data management, employee service, process improvement, and broader HR initiatives, all while supporting an organization focused on providing compassionate care to the community.

In addition to a rewarding career, there are many great benefits to working at Cassellholme, including:

- Competitive salary and annual progression opportunities
- Membership in the Ontario Municipal Employees Retirement System (OMERS)
- Comprehensive health, dental, and vision benefits
- Employer-paid life insurance and long-term disability coverage
- Paid vacation and sick leave
- Employee and Family Assistance Program (EFAP)
- Professional development and learning opportunities
- Employee recognition and service award programs
- Free on-site parking
- A supportive, collaborative, and respectful workplace culture

This posting is for an existing vacancy. Interested candidates are invited to submit their cover letter and resume, in confidence, via email to: HR@cassellholme.on.ca to the attention of Tiffany Chapman, HR Coordinator by 4:00 p.m. on September 30, 2026.

Cassellholme is an equal opportunity employer and is committed to fostering an inclusive, diverse, and respectful workplace. Cassellholme is committed to providing accommodation for applicants with disabilities throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Applicants requiring accommodation are encouraged to contact Human Resources.

Artificial intelligence is not currently used in the screening, assessment, or selection of applicants for this position.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.