



Haldimand-Norfolk
REACH

supporting children, families, communities

Haldimand-Norfolk REACH is a multi-service agency, providing Children's Mental Health Services, Autism & Behaviour Services, Developmental Services, Youth Services, Adult Counselling Services, and several Early Learning Intervention & Care services including EarlyON Child & Family Centres and the Community Action Program for Children.

H-N REACH serves as the Lead Agency for Haldimand Norfolk Children's Mental Health Services, Coordinated Service Planning and the Student Nutrition Program in the Hamilton/Niagara Region. Through our Contact Unit, the agency serves as the single point of access for a variety of children's services.

H-N REACH is recognized as a local leader in community education, advocacy, inter-sector collaboration and Community Service Planning.

SUMMER ASSISTANT – HUMAN RESOURCES

Ref. #2025-16

-applicants must meet criteria for Canada Summer Jobs 2025 Program

-35 hours per week (8 weeks)

-July - August 2025

-\$17.20 per hour

We are accepting applications for a Summer Assistant in the Human Resources Unit (contingent upon receipt of funding).

Qualifications:

- Completion of post-secondary diploma in Human Resources or Office Administration (or currently enrolled)
- Proficiency in Microsoft Office 365
- Excellent verbal & written communication skills
- Excellent time management skills and the ability to prioritize work independently and collaboratively within a team environment
- Ability to maintain confidentiality and deal tactfully with sensitive information
- Criminal Record & Judicial Matters Record Check, Children's Aid Society Declaration/Release
- Possession of a valid driver's licence, \$2 million vehicle liability insurance, clear Driver Abstract and use of a vehicle.

Please submit a cover letter (citing the reference # above) & resume by email to jobs@hnreach.on.ca by April 7th, 2025 to:

Lynn Tessaro, Human Resources Manager

Haldimand-Norfolk REACH

101A Nanticoke Creek Parkway, Townsend, ON, N0A 1S0

Website: www.hnreach.on.ca

Only those selected for an interview will be contacted

Please contact us if you require accommodation

A United Way member Agency



COME GROW WITH US

Join the REACH team to make a meaningful difference
in people's lives every day!