



Job Title: Human Resources Assistant

Summary

To assist the Manager of Human Resources in matters relating to recruitment, on-boarding, Ee training, data management. To assist also, as directed, in matters pertaining to WorkSafe , illness Early Intervention Program, addressing performance expectations, and the processing of grievances. Requires familiarity with both unionized and non-union service programs.

Job Description

Recruitment and “On Boarding:

- Create, update, and post (internal and external) recruitment advertising for positions within the Agency (both union and non-union)
- Attend Job Fairs and other promotional events geared to recruitment
- Assist in screening and ranking of job applicants
- Arrange interview appointments, assemble materials for interview process, participate in interviews, and conduct reference checks. Prepare notices of hire for successful applicants.
- Obtain necessary documentation from new-hires, complete and file all necessary payroll documentation in personnel files (paper records and electronic). Schedule orientation visits for new staff to assigned program areas and be responsible for tracking the quality of orientation (“on-boarding”) experience with feedback from the new employee and the program manager
- Arrange access for new employees to ShareVision, and create Kardel email address for new Ee
- Track and report on (to Directors) recruitment needs of specific programs and Agency overall

Employee Records Management:

- Maintain Ee paper files and electronic data bases such as Ee contact information, status (FT, PT, Casual), shift assignment, Casual Availability sheets, seniority reports (Quarterly Master Lists), certification expiration dates (quarterly skill set reports for program managers), training completed during term of employment, performance evaluations
- organizes monthly Ee status update meetings between Payroll Dept and HR Dept.

Document Preparation and Assistance to Man HR:

- Assist in the preparation of documents pertaining to performance correction, absenteeism, disciplinary action, grievances and terminations
- Record proceedings of HR meetings (including Health & Safety) meetings
- Prepare documentation demonstrating evidence of compliance with CARF standards
- Provide coordination and documentation support to HR Man. in connection with WorkSafe BC claims, sick leave and return to work
- Assist with licensing investigations as directed.

Assistance to Program Managers and Front-Line Staff

- Respond to, and document inquiries from managers and bargaining unit staff regarding matters of Agency policy, collective agreement interpretation or employment standards interpretation
- Assist program managers with respect to management of staff performance expectations, potentially including appropriate disciplinary measures.

Organize Ee Training:

- Organize “in-house” Orientation, Medication training, First Aid/CPR training for staff requiring renewals
- May be asked to coordinate other staff education/training events

Staff Scheduling:

- May require scheduling of staff using scheduling software (Shift Shark)
- Participate with other Committee members to approve bargaining unit vacation requests (2x per year)
- Participate with other members to create quarterly call out lists in accordance with the collective agreement.

Other Duties:

- To provide continuity during absences of the Manager of Human Resources
- Special projects as assigned by the Manager of Human Resources

Qualifications:

Hours of Work: This is a full-time position (37.5 hrs per week), Monday to Friday, generally between the hours of 8:30 am – 4:30 pm. The schedule can incorporate some flexibility to accommodate temporarily fluctuating workloads and also accommodate temporarily fluctuating personal requirements.

Compensation:

The position offers an hourly wage between \$24 to \$26 depending upon applicant training and experience. In addition, the compensation provides for statutory and extended health benefits.

Please submit your resume to hassistant@kardel87.com with the subject line HR Assistant Resume.