



Job Title:	HR Generalist	Competition #:	HRG-FT-29092025
Position Type:	Full-Time Flex (40 hours/week) Tue - Sat (08:00 – 17:00)	Union:	Excluded
Location:	Duncan, BC	Travel Required:	Located in the Duncan area
Salary:	\$60,673 to \$69,659	Posting Expires:	Open until filled
		External Posting URL:	https://vitals.ca/current-opportunities/
How to Apply			
○ Please complete the Job Application on our website: https://vitals.ca/job-application/ ○ Indicate the Job Title and the Competition # when applying ○ For any questions please email ea@vitals.ca			
Job Description			
ABOUT US We are a not-for-profit organization that provides services to those living in our community with mental and physical disabilities, or any other complex barriers. We offer our individuals a chance to integrate and immerse themselves in our local community, while teaching them skills to help them grow in their everyday lives. We have both individuals and employees who have been with us for over 20 years. We work closely with outside behavioral consultants, social workers, and specialists, to provide any level support needed by our individuals. DUTIES AND RESPONSIBILITIES: Recruitment and Selection: • Lead the recruitment process: job postings, screen applicants, facilitate interviews, conduct reference checks, proceed with approved job offers, associated hiring documentation and carry out on boarding and coordination of the orientations. • In consultation with Executive Director develops and implements effective advertising, job marketing strategies for bargaining unit and non-union staff (i.e. job fairs, promotional events) • In consultation with Executive Director develop and implement effective indicators to monitor Society wide bargaining unit/non union staffing requirements. Records Management: • Manage and responsible for ensuring accuracy of all HR information in the Com Vida system, hours worked, leave and categories of leaves. • Leave management, enter all leaves and relevant documentation in Com Vida. Sends correspondence regarding leaves, and referrals if required. • Creates and maintains personnel file, and employment history. • Maintain employment history including job posting, interview notes, reference checks, CRC, TB check, hire letter, commendations and disciplinary records. Must uphold standards of confidentiality and ensure access is only granted as noted on CARF, FOIPPA, and PIPA.			

Administration:

- Prepares and distributes internal job postings (In-service Job Posting notices, Job Posting Application form and Successful Applicant notification). Ensures that posting notices are accurate to meet the requirements noted in the Collective Agreement.
- Administer employee benefits program, employee changes, start, stop and pause due to leave of absence.
- Acts as a secondary check for payroll
- Manage and be responsible for ensuring accuracy of all HR information in the Com Vida system, including hours worked, leaves, and categories of leave.
- Stay current with Employment law, PIPA, the Collective Agreement, CARF Standards etc., ensure practice fully meets required standards.
- Represent the Employer at Manager and OH&S Committee meetings.
- Ensure all work sites are operated to WorkSafeBC standards.
- Write and submit a comprehensive HR monthly report to the Board.
- Participate in HR training and/or meetings via other agencies and/or CSSEA. Network to further the interests of the Society.
- Provide employment confirmation letters as requested.
- Responsible for HR metrics tracking and reporting.
- Oversee and monitor the social media platforms and work with the management team to organize events in accordance with the long term vision of the society.
- Responsible to ensure Exit interviews are sent to exiting employees and monthly recap to Executive Director.
- Responsible for the documentation and process of any medical leaves and WorkSafeBC claims from start of the claim, ongoing maintenance, return to work plans and successful return to work with or without limitations. If limitations are required initiates the “Duty to Accommodate” process and discusses with the Executive Directors.

Quality Assurance for the Society:

- To Lead and ensure the Society is meeting and/or exceeding, CARF Standards. Ensure the Society is not only ready, however, will obtain another 3-year accreditation.
- All aspects of Quality Assurance for the Society. Perform Quality audits and work with management team to dissolve any issues that may arise.
- Work with Executive Director to ensure CARF and all other regulations are being met.
- Ensure Society is on track to have a united “Vitals” way for procedures and processes are not program specific.
- Work with outcomes of quality checks, prepare plans/training to dissolve gaps that are identified

Skills and Abilities

- Ability to multi task and work with every changing priority.
- Ability and willingness to learn web-based data entry software and provide technical support.
- Ability to work with detailed information for prolonged periods of time.

- Excellent attention to detail and accuracy.
- Maintain confidentiality considering personal privacy legislation and sensitive information.
- Problem solver and consensus builder who is positive and works well with others
- Deal with colleagues in a mature, professional manner.
- Strong keyboarding skills.
- Ability to work within deadlines and manage priorities under very tight deadlines.
- Experience in working as a manager in a unionized non-profit setting.
- Actively participant in monthly management meetings bringing agenda items from your position.
- Process checklists for all HR functions
- Prepare all Society's surveys required to meet CARF standards. Analyze results and working with Executive Director to prepare action plans.
- Working with Executive team create/update all cycle plans for the Society.
- Manages Administration team.

Education, Training, and Qualifications Requirement

- Completion of grade 12
- Five (5) years related administrative experience
- Five (5) years supervisory experience.
- Required to have an intermediate level of experience in Word, Excel and database related software.
- Extensive knowledge of Com Vida and Relias programs.
- Extensive knowledge on Nucleus systems.
- Proven Quality Assurance experience. Providing Quality audits, analyzing results and presenting recommendations to the Executive Director and Board of Directors.
- Extensive experience managing employees at all levels in a unionized environment
- Experience working in a not-for-profit environment.
- Experience working with Social Media/Society's website and employee portal.
- Must possess CARF experience or equivalent experience with a not-for-profit accreditation process

Valley Integration to Active Living Society (V.I.T.A.L. Society) is committed to a diverse-positive view in hiring, while proactively pursuing the cultural competence necessary to provide a safe and welcoming social, physical, and informational space for all applicants.

The Society defines accessibility as the ability to access and benefit from environments and/or services, and is committed to providing universal access throughout the hiring process.

Applicants requiring access to fair and equal process must advise the selection committee in a cover letter or email when applying. Applicants will be contacted to make the necessary arrangements.

We look forward to hearing from you!