



September 12, 2023

Job Posting #: 04-2023-ADM

## **EXTERNAL AND INTERNAL JOB POSTING**

### **Nelson CARES Society**

**Position: Human Resources Manager**

**Location: 205 Hall Street, Nelson, BC**

**Classification: Permanent Full-Time (35 hours per week)**

*This is a benefited position upon successful completion of the probation period*

Nelson CARES Society (NCARES) is a not-for-profit organization that provides social services programs including advocacy, affordable housing, emergency shelter services, senior support, residential and employment supports for adults with disabilities. NCARES employs around 150 staff members in a unionized and non-unionized work environment.

**Job Summary:** In accordance with BC Employment Standards Act, the Collective Agreement and NCARES Policies and Procedures, the Human Resources (HR) Manager will lead and assist the NCARES Management Team with all human resources related matters.

#### **Duties and Responsibilities:**

##### **1. Recruitment and Hiring**

- a. Develop, implement and maintain recruitment strategies with emphasis on maximizing the use of online job search sites and liaising with Kootenay Career Development Society and Selkirk College and other local sources for possible recruits.
- b. Assist the Executive Director and Program Managers in the hiring process, including:
  - i. Ensure that job descriptions are completed and current before job postings are finalized.
  - ii. Preparing and tracking of job postings.
  - iii. Track job applications and assist in the selection of suitable candidates.
  - iv. Participate in job interviews, as required.
- c. Oversee and assist in the completion of the onboarding process for all new hires.

##### **2. Performance Assessment Process**

- a. Track and provide managers with annual performance assessment and probationary employee review schedules on a quarterly basis or as requested.
- b. In consultation with the Executive Director and managers, create and maintain performance assessment templates.
- c. Advise and support to managers in matters relating to employee work performance issues.

##### **3. Disciplinary Process**

- a. In accordance with NCARES' Progressive Discipline policy and procedures, the HR Manager will:
  - i. Provide advise and support to managers and employees regarding any workplace performance issues that may lead to disciplinary actions.
  - ii. Train managers in the progressive disciplinary process.

#### **4. Occupational Health and Safety**

- a. Act as the resource person for all WorkSafe BC-related matters and ensure that NCARES complies with WorkSafe BC regulations.
- b. Actively participate in the NCARES main office's Occupational Health and Safety committee.

#### **5. Employee Retention and Supports**

- a. Provide managers and all employees with Employee Assistance Program information.
- b. Manage the process and act as the main contact for the Early Intervention Program.
- c. Assist the Executive Director in conducting the annual employee survey.
- d. Provide documentation for employees who are applying for their Canadian Permanent Residency thru the Rural and Northern Immigration Pilot Program.

#### **6. Policy and Procedure**

- a. Collaborate with the Executive Director and Program Managers in creating, revising and maintaining policies and procedures.
- b. Provide all managers and employees advice regarding NCARES Policies and Procedures and the Collective Agreement.

#### **7. Record Keeping and Reporting:**

- a. Maintain both hard copies and electronic personnel records.
- b. Provide the Executive Director with turnover rates and performance review tracking reports.
- c. Coordinate with Managers and the Finance Department regarding the timely submission of payroll change forms and onboarding payroll documents.

#### **8. Training**

- a. Upon requests from managers, supervise the registration, payment and completion verification of employees' training courses.
- b. Maintain a central tracking system and reporting process for all training courses completed by employees.

#### **9. Legislation and Policy**

- a. Stay current with BC Employment Standards legislation, Collective Agreement and NCARES HR policies and procedures and inform the Executive Director and Managers of any relevant changes.
- b. Keep up-to-date on the latest HR trends and practices.

#### **10. Projects**

- a. Research and implement HR records software to transition from current paper-based HR employee files to an online based platform.
- b. Assist the Executive Director and act as the project lead for the Commission on Accreditation of Rehabilitation Facilities (CARF) re-accreditation process.
- c. Create and maintain an NCARES Employee Handbook.

#### **Qualifications:**

A minimum of 3 years' experience in human resources management, plus experience in the Social Services field in a unionized and non-unionized work environment. A certificate in Human Resources Management or equivalent is preferred.

**Job Skills and Abilities:**

1. Superior verbal and written communication skills.
2. Excellent computer skills with proficiency with a diverse range of software programs and databases.
3. Ability to deal with people in crisis in a non-judgmental and confidential manner.
4. Superior organizational skills.
5. Sound knowledge of labour law and practices.
6. Ability to maintain strict confidentiality.
7. Strong critical thinking skills and good ethical judgement.

**Employment Requirements:**

1. Satisfactory Criminal Record Check
2. WHMIS 2015 Certificate\*
3. Occupational Health and Safety Committee Basic Certificate\*

*\*Can be completed upon hiring*

**Start Date : As soon as possible.**

**Compensation : \$38.95/hr (JES Wage Grid 16, Step 1)**

**Application Deadline : Open until filled**

Please e-mail a cover letter, resume, and e-mail addresses for three professional references to:

***Human Resources Coordinator***  
**e-mail: [humanresources@nelsoncares.ca](mailto:humanresources@nelsoncares.ca)**

*Nelson CARES Society is an equal opportunity employer. All internal candidates will be contacted as to the status of their applications. All external applicants will only be contacted if short-listed for an interview.*