



February 10, 2026

Job Posting #: 02-2026-ADMIN

EXTERNAL AND INTERNAL JOB POSTING

Nelson CARES Society – Administration

Position: Human Resources Director

Location: Nelson, BC

Classification: Permanent Full-Time (35 hrs/week)

Benefitted position upon completion of 3 months of continuous employment

Nelson CARES Society (NCARES) is a multi-program, non-profit organization committed to building a healthy, inclusive community through advocacy, affordable housing, and support services. The Human Resources (HR) Director will lead and assist the NCARES Management Team with all human resources related matters. This position is supported by and will supervise an HR team.

Duties and Responsibilities:

Recruitment, Hiring, and Onboarding

- Develop and maintain effective recruitment strategies, with emphasis on online platforms and local recruitment partnerships (e.g., Selkirk College, community agencies).
- Support and coordinate all stages of the hiring process, including job postings, application tracking, interviews, and reference checks.
- Ensure job descriptions are current, accurate, and finalized prior to posting.
- Oversee onboarding processes, ensuring employment contracts and onboarding materials are legally compliant and up to date. Supervise the criminal record check application process.

Employee Performance and Labour Relations

- Track and monitor probationary reviews and performance assessment timelines.
- Develop and maintain performance assessment tools and templates.
- Provide guidance and support to managers regarding employee performance.
- Support the Management Team in the interpretation and application of the Collective Agreement.
- Act as NCARES' primary liaison with the Community Social Services Employers' Association.
- Participate as one of the management representatives in Labour-Management meetings and attend union-related conferences as required.

Discipline and Employee Relations

- Provide advice and training on the application of NCARES' Progressive Discipline policy.
- Lead disciplinary investigations in consultation with the Executive Director and Program Managers.
- Prepare documentation related to disciplinary actions and employment terminations, including severance recommendations.

Occupational Health and Safety (OH&S)

- Act as the primary contact for WorkSafeBC and ensure compliance with OH&S legislation.
- Participate in Occupational Health and Safety Committee activities.
- Ensure timely submission of injury reports and manage, track WorkSafeBC claims documentation.
- Provide managers and employees with OH&S guidance and resources.

Employee Support and Retention

- Coordinate the Employee Assistance Program (EAP) information and supports.
- Manage the Early Intervention Program process.
- Support annual employee engagement surveys and assist with data analysis.
- Provide employment verification letters and documentation as requested.

Policies, Compliance, and Records Management

- Collaborate with leadership to develop, revise, and maintain HR-related policies and procedures.
- Ensure employment practices are in compliance with the BC Employment Standards Act and the Collective Agreement.
- Ensure the maintenance of accurate and confidential personnel records (electronic and hard copy).
- Coordinate the tracking of employment requirement recertifications using the HR information system.

Training, Projects, and Continuous Improvement

- Coordinate employee training course registrations and track completion.
- Stay current with HR legislation, trends, and best practices.
- Lead HR-related projects, including development and maintenance of the Employee Handbook.

Qualifications:

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

Job Skills and Abilities:

- Superior verbal and written communication skills. Excellent computer skills.
- Ability to deal with people in crisis in a non-judgmental and confidential manner.
- Superior organizational skills. Strong critical thinking skills.
- Sound knowledge of labour law and practices. Good ethical judgement.

Employment Requirements:

- Satisfactory Criminal Record Check
- Occupational Health and Safety Committee Basic Certificate
- WHMIS 2015 Certificate (to be completed upon hire)
- Bullying and Harassment Training (to be completed upon hire)

Compensation : \$44.05 per hour (JES Grid 17/Step 1)
Start Date : As soon as possible
Application Deadline : On or before 4 pm, February 27, 2026

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

Attention: Executive Director
Email: hrcoordinator@nelsoncares.ca

Nelson CARES Society is an equal opportunity employer. All internal candidates will be contacted as to the status of their applications. External applicants will only be contacted if short-listed for an interview. Full job description available upon request.