



#### *Vision*

*Our vision is that all Métis children, youth and families live with love, honour, dignity and respect knowing they belong to a strong, proud People with a unique heritage and cultural identity.*

### **PART-TIME EMPLOYMENT OPPORTUNITY**

#### **Human Resource Worker**

**Position:** Human Resource Worker

**Geographic Catchment Area:** Kamloops located in the unceded traditional territory of the Secwépemcul'ecw.

**Reports to:** Office Manager

**Term of Employment:** Permanent Part Time Position (Maximum of 21 hours per week)

#### **Job Overview:**

The Human Resource (HR) Worker provides overall administrative support for all Human Resources activities and employee relations for Lii Michif Otipemisiwak Family and Community Services (Society) consistent with the vision and values of the Society. The HR Worker key responsibilities will include: the development and delivery of the Society's HR policies, procedures and programs, oversees all employee recruitment and retention strategies and activities including performance management and compensation, facilitates new hire orientation processes, maintains accurate employee personnel records, files and ensures employee evaluations and next steps are completed and monitored regularly, supports employee learning and professional development opportunities, guides and supports employee disciplinary processes in a respectful, fair and effective manner, promotes a safe work environment and contributes to positive team moral and employee satisfaction in the workplace. The HR Worker will communicate clearly, provide support and respond to all HR related inquiries from employees across all departments.

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

- Works with the Leadership Team to develop and maintain human resource policies, procedures and programs;
- Keeps employees current regarding new information and updates with frequent and clear communication;
- Keeps policies, programs, and HR practices current with government regulations to protect the interests of the Society and the employees;
- Ensures that the workplace is safe, with includes culturally safe and trauma-informed practices and that bullying and harassment are eliminated;
- Writes and revises job descriptions;
- Leads and promotes employee recognition programs;
- Leads and supports all performance managements activities;
- Assists the Leadership Team with employee relations issues, writes letters and other documentation, provides support for delivery, and obtains external advice as necessary;
- Maintains accurate and confidential employee personnel files and records;
- Updates HR strategies soft wear as needed;
- Other duties as required by the Leadership Team.

#### **Recruitment and Orientation:**

- Manages the recruitment process to ensure timely and quality candidate hiring including creating job advertisements, collecting resumes, screening and providing material to the appropriate Team Leader for review;
- Schedules interviews, creates interview guides and scoring sheets, and ensures the hiring panel is educated on the process;
- Reviews the Orientation process with new hires while providing guidance and direction;
- Processes papers and files for terminated employees;
- Assists in ensuring employees properly complete the Criminal Record Check process, takes copies of appropriate identification, verifying education, Driver's Abstract; and licence details.

#### **Training and Development:**

- Provides recommendations for training and development of staff each year, while working with the Leadership Teams and Finance Team to ensure an annual Training Plan is prepared and presented within budget parameters;

- Coordinates training programs for all staff to ensure that they are consistently building the capacity of all employees;
- Ensures new and young workers receive proper field orientation and site orientation for due diligence;

**Health and Safety and Disability Management:**

- Follows up with employees who are away for injury, sick leave, or other leaves;
- Attends all Occupational Health and Safety Committee meetings;
- Provides Disability Management services, coordinating with employees, benefit providers and medical practitioners;
- Other duties as assigned or required

**Qualifications & Requirements:**

- Degree/Diploma in Human Resources Management or related field. A combination of education and work experience will be considered.
- 3 years related experience;
- Experience in the investigation, training, and elimination of bullying and harassment.
- Knowledge of legislation on Labour Code, Occupational Health and Safety, Privacy, Human Rights, and Employment Law;
- Knowledge and experience in human resources management, disability management, training and development, employee engagement, performance management, and other HR related topics;
- Knowledge of Métis history, culture and community an asset;
- Ability to work independently and build effective interpersonal relationships;
- Strong communication skills;
- Ability to multi-task, prioritize work assignments to balance multiple demands or consult with Supervisor for guidance;
- Extensive knowledge of Microsoft Word; PowerPoint; Publisher and Excel;
- Must be able to obtain and maintain a Criminal Records Check;
- Valid driver's license and Vehicle required;
- As per Section 16 of the Federal Charter of Human Rights Act, preference will be given to applicants of Indigenous Ancestry.

**Salary:**

- Salary Wage: \$26.94 -Grid 14 of the BCGEU Aboriginal Collective Agreement. Benefits following successful completion of 3-month probationary period.

**Application Process:**

Please send your resume along with 3 professional references related to your Human Resources experience to:

Rhonda Millwater, Office Administrator: Email: [rhonda.millwater@gov.bc.ca](mailto:rhonda.millwater@gov.bc.ca)

For all inquiries please contact Rhonda at 250-554-9486

**Application Deadline: January 22, 2021 at 4:30pm**