

*Human Resources Generalist*

**Who we are:** Aunt Leah's Place helps prevent children in foster care from becoming homeless and mothers-in-need from losing custody of their children. To support them on their journey to self-sufficiency, we provide supported housing, job training, and coaching on essential life skills.

We are seeking an exceptional HR Generalist to join our dynamic team at Aunt Leah's. This is a wonderful opportunity for the right person to grow with the organization. The position is part time regular to start (7.5 hours a day; 3 days a week) with the possibility of additional hours based on operational needs and resources.

**Job Summary:** Implement and oversee the smooth operation of HR programs, systems, policies and procedures, with a focus on full cycle recruitment, that will benefit and expand the potential of all employees, practicum students, contractors and volunteers within Aunt Leah's Place.

In this key role, you will collaborate with managers to oversee full-cycle recruitment for a wide variety of positions in the non-profit organization. There is no typical day at Aunt Leah's Place; however, your main responsibilities will include developing job postings, selection criteria, conducting and coordinating interviews, ensuring all pre-employment checks are completed, and preparing employment letters. You will provide support to Aunt Leah's compensation framework and update job descriptions. Your service orientation and proven communication skills will assist with ensuring staffing needs are addressed in a timely manner.

This role requires a highly efficient self-starter, with great attention to detail, who respects cultural diversity, a team environment, and can manage a busy and interesting workload while providing excellent service delivery.

**Reports To:** HR Director

**Qualifications:**

- A degree or diploma in Human Resources
- Minimum 3 years of demonstrated HR experience including full cycle recruitment
- CPHR Designation, CPHR Candidate, or working towards CPHR accreditation
- Post-secondary education in Business, Human Resources or equivalent combination of education and experience

**Knowledge, Skills, and Abilities:**

- Oral & Written communication skills
- Empathy and compassion towards people with multiple-barriers
- Ability to receive, provide and respond to feedback
- Team player; must be able to take direction and work on own initiative
- Knowledge of Employment Standards, Human Rights and other applicable legislation is required (WorkSafeBC &

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- Conflict Resolution skills
- Ability to implement and manage systems and change
- Proficient in MS Office applications, with intermediate to advanced Excel skills
- CRA Regulations)
- Ability/aptitude to use HR Information Systems & Payroll Software

**Requirements:**

- Undergo & maintain Criminal Record Check
- Follows Aunt Leah's Practice Guidelines
- General knowledge of employment laws and practices.
- Excellent interpersonal and coaching skills
- Non-Violent Crisis Intervention
- Cultural Competency & Sensitivity
- Experience in the administration of benefits and compensation programs and other Human Resources programs.
- Class 5 BC Driver's License & Abstract

***Key Duties and Responsibilities:***

**1. Human Resources:**

General responsibilities will include:

- Full cycle recruitment
- Compensation and Benefits administration
- On boarding
- Writing/compiling HR documentation and materials
- Updating HR records and files
- Providing a high level of support in a variety of areas in HR.
- Educating staff and management regarding programs and policies, answering their inquiries and acting as an information resource for Management
- Working closely with the Management team as well as other staff & contractors throughout the organization.
- Building strong working relationships at all levels
- Responsible for having a clear understanding of Aunt Leah's Human Resources Policies and Procedures. (Employee Handbook & Society Policy & Procedures)
- Ensuring that the policy & procedure manual & employee handbook are updated annually as directed by Management
- Effectively communicating HR Policies & Procedures to all staff & Volunteers

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**2. Learning and Development**

- Assisting with the implementation of the performance management system that includes performance development plans and employee development programs.
- Assisting with the establishment of an in-house employee training system that addresses Aunt Leah's training needs including needs assessment, new employee orientation or onboarding, management development, the measurement of training impact, and knowledge transfer.
- Maintains staff training records.

**3. Organizational Development**

- Attending monthly Staff Development Meetings
- Participating in on-going professional development and attends workshops and conferences as required.
- Assisting with the development and administration of programs, procedures, and guidelines to help align the workforce with the strategic goals of the organization.

**4. Compensation**

- Assisting with the monitoring wage and salary structure including pay increases.
- Providing competitive market research and preparing pay studies to help establish pay practices and pay bands that help to recruit and retain top talent.
- Providing payroll processing backup support and assisting in maintaining the payroll database.
- Participating in one salary survey per year.

**3. Benefits**

- Providing day-to-day benefits administration services. Assisting employees with any claim issues.
- Developing and scheduling benefits orientations and other benefits training.
- Administering disability and WorkSafeBC claims.
- Recommending changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

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**5. Communication:**

- Ensuring that all communications pertaining to Human Resources is carried out in a confidential, tactful, and respectful manner.
- Ensuring that conflict of interest issues are resolved according to Aunt Leah's HR policy and Aunt Leah's Code of Ethics.
- Responsible for quarterly reporting for Human Resources department
- Responsible for compiling and reporting on annual staff survey
- Assisting with the development and administration of programs, procedures, and guidelines to help align the workforce with the strategic goals of the company.

**6. Health & Safety**

- Participating as an active member of the Health & Safety committee.

**7. Physical Demands/Working Conditions**

- Work is generally performed in an office environment
- May be required to travel to other locations for meetings or training at times

This job description is intended to convey information essential to understanding the scope of the Human Resources Generalist's position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. This position may be required to perform other related duties that do not affect the nature of the job.

**If you meet the qualifications and are up for the challenge, we would love to hear from you!**

**We offer:** A comprehensive benefit package that includes: dental, extended health care including vision care and prescription, RRSP matching, generous vacation and personal time package, and employee discount at our Thrift Store.

**Salary:** Commensurate with qualifications

**Hours of Work:** Three days a week (22.5 hours a week; 7.5 hours/day); may require working some evenings and weekends. Possibility of remote work during COVID-19.

**To apply:**

Please send your resume and cover letter with salary expectations, quoting HR Generalist in the subject line, to **sbradley@auntleahs.org**. Short listed candidates will be contacted for interviews. Although this posting will remain open until the right person is hired, we are aiming for mid-September start. Thank you for your interest in Aunt Leah's Independent Life Skills Society!