



Job Title:	HR & Administration Manager	Competition #:	HR-FT-20022025
Position Type:	Full-Time Flex (40 hours/week) Mon-Friday (08:00 – 16:00)	Union:	Excluded
Location:	Duncan, BC	Travel Required:	Located in the Duncan area
Salary:	\$63,960 to \$73,403	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 hr@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:

- Be aware of and apply the Philosophy and Ethical standards of the Society in all aspects of job performance and work towards realisation of the Vision and Mission of the Society.
- Recruitment and Selection:
- Job postings, screen applicants, facilitate interviews, conduct reference checks, processed with approved job offers, hiring documentation, carry out onboarding and coordination of the orientations in collaboration with managers.
- Effective advertising, job marketing strategies for bargaining unit and non- union staff (job fairs, promotional events).
 - Records Management and Administration:
 - Leave Management
 - Maintenance of personnel file and employment history
 - Prepares and distributes internal job postings and ensures are accurate to meet requirements noted in collective agreement
 - Manage and responsible for ensuring accuracy of all HR information in the Com Vida system, hours worked, leave and categories of leaves
 - Administer employee benefits program, employee changes, start, stop and pause due to leave of absence.

- 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 Director.
- Quality Assurance for the Society to Lead and ensure the Society is, at a minimum, following CARF standards. Ensure the Society is not only ready, however will obtain another 3-year accreditation.
- 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.
- Oversee and monitor all aspects of Human Resource Management, ensuring all applicable regulatory and accreditation standards are met in full for these areas.
- Build, develop, and maintain positive and productive relationships between the Management team, and other stakeholders.
- Identify ways to improve society efficiency in the HR processes reviewing technology improvement and implementing changes.
- Represent the Society in the community and build positive and productive relationships with other service providers.

SKILLS AND ABILITIES

- Ability to multitask and work with changing priorities and managing scope of workload and responsibilities within deadlines.
- Ability and desire to contribute to strategic vision of the society and work with the management team to implement changes and steer direction
- 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.
- 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 and/or update all cycle plans for the Society.

EDUCATION, TRAINING, AND QUALIFICATIONS REQUIREMENTS

- Post-secondary certificate, diploma, or degree in Human Resource Management and or/Occupational Health and Safety (preferred).
- 2+ years of HR, and Health and Safety experience (preferably in Health Sector).
- Required to have a solid understanding of database related software, Word, Excel.

- Extensive knowledge of HR systems, Com Vida, Relias programs, and Nucleus an asset.
- Strong knowledge of Occupational Health and Safety regulations.
- 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 working with standards, ongoing Quality checks and preparing and actively participating in CARF Survey.

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!