

Position: Human Resources Coordinator

FTE: 1.0

Salary Range: \$24.84/hour to \$29.07/hour

Closing Date: Until filled

Starting Date: As soon as possible

About REACH

Established in 1969, REACH is a Community Health Centre with a history of primary health care innovation. REACH is dedicated to providing high quality integrated health care in East Vancouver to families and individuals of all ages. We focus on clients with complex social, mental or physical needs. REACH offers a widely respected interdisciplinary approach to care within our medical, dental, pharmacy and multi-cultural outreach programs.

Position Summary

This is a full-time position. HR Coordinator is accountable to the Executive Director.

Responsibilities

The HR Coordinator plans, directs, and coordinates supportive services of the organization in the areas of Human Resources and Communications – internal and external. The HR Coordinator works collaboratively with the administrative team to ensure that supportive services are running smoothly.

Human Resources

- Is responsible for job posting: reviews job description with departmental managers; receives applications and performs initial review of same; sets up interviews with candidates and works with managers to establish interview process and questions.
- Develops and implements an orientation program
- Assists managers with evaluation process including scheduling, revising and maintaining evaluation process and templates. Works with managers to complete evaluations, implement evaluation outcomes and identify training needs
- Works collaboratively with managers and executive director to review and develop job classification and salary level
- Works collaboratively with managers, executive director and HR committee of the Board to review or develop HR policy manual, job classification, salary level, privacy management program (PIPA), H&S, workplace wellness
- Works with other administrative staff to ensure all personal files and contracts are complete and up to date and kept confidential
- Performs other tasks relevant to the position

Communication

- Works with the administrative and management teams to develop and implement an internal and external communication plan: updates on staffing changes, new programs, success stories, Board news, etc. (if required training will be provided).

Contribution to team and centre activities

- Listens actively in staff meetings and board committees.
- Participates in the overall activities of the health centre (e.g. in service training, committees, special events, and shared staff responsibilities etc.).
- Communicates clearly, listens accurately, is open to feedback, handles conflict appropriately, and displays sensitivity to others.
- Collaborates well with others and promotes cooperation and teamwork.
- Participates in REACH's commitment to becoming a discrimination-free and inclusive health centre that promotes health and well-being.
- Maintains the reputation and confidentiality of the centre and its clients at all times.
- Adheres to all applicable REACH policies and procedures.

Qualifications & Skills

- Bachelor degree in relevant discipline and at least 5 year experience working in HR. Experience within a non-profit community health or social services organization preferred.
- Proficient in the use of computers and various software applications including Word, Excel, and PowerPoint.
- Ability to work independently and collaborate effectively in a team environment.
- Excellent communication skills along with the ability to prioritize and multi-task.
- Knowledge of BC Labour law, PIPA, and H&S in the workplace, workplace wellness programs

To Apply

Please send a cover letter and resume with the subject line HR Coordinator to Makiba Brown at mbrown@reachcentre.bc.ca

We are grateful for your interest but only candidates selected for an interview will be contacted.