

VANCOUVER ABORIGINAL CHILD & FAMILY SERVICES SOCIETY

Our Children, Our Future, Our Responsibility



Human Resources Advisor

Position: HR Advisor **Salary:** \$72,247.97 - \$83,014.85
Status: Permanent full time; Excluded **Posted Date:** August 20, 2021
Department: Human Resources **Closing Date:** Open Until Filled
Location: 745 Clark Drive, Vancouver BC

At VACFSS, we ensure that the rights, safety, well-being and spirit of Indigenous children and families are upheld, honored and protected. We strive to eliminate oppression, discrimination and marginalization within our community. We acknowledge and honor the inherent wisdom, capacity and resourcefulness of our community in designing programs and services to care for our own children and families. Accordingly, we are dedicated to planning, developing, and implementing creative and innovative Indigenous programs and services in collaboration with members of our community and other agencies.

- Join an Agency that strives to provide services to strengthen Indigenous families culturally and spiritually!
- Receive a competitive salary of \$72,247.97 - \$83,014.85 per year PLUS a comprehensive benefits package!
- Take on a challenging role that provides membership in the Public Service Pension Plan!

PURPOSE OF POSITION

Reporting to the Manager of Human Resources you will be a member of the Human Resources team providing services to approximately 150 staff across three Vancouver locations. In the role, you will use your passion for working with people, recruitment and knowledge of functional HR areas to provide generalist services to the Agency including employees, supervisors and managers in the following:

KEY DUTIES & RESPONSIBILITIES

- Full cycle recruitment; experience with remote interviewing and paneling
- Generating and maintaining a candidate pool using job boards, planning and social media
- Developing, writing and implementing HR policies and procedures with respect to recruitment and selection
- Writing and evaluating job descriptions
- Coordinating training
- Ability management including early intervention referrals, claims management and long term disability
- Dispute, conflict resolution, alternate dispute resolution
- Assisting with performance appraisal processes
- Compensation review including salary projection and salary assignment
- Participating in labour relations processes including grievance handling
- Coordination of the Occupational Health and Safety Program across the Agency; experience with COVID-19 planning to date will be considered an asset
- Generalist duties related to HR functions as required and within limitations of the given job classification
- Provide consultation services to frontline staff, Team Leaders, and Management on all aspects of Human Resources, organizational policy and the Collective Agreement
- Supporting 3 office locations in Vancouver; ability to travel and support in-person is required
- May be assigned projects and other work that fall within their score of education and experience

Along with a comprehensive knowledge of all human resources functions, you have a practical understanding of all relevant legislation including Human Rights legislation, the Labour Relations Code, the Employment



Human Resources Advisor

Standards Act and Workers Compensation Act. You also have experience in a unionized environment in interpreting and applying Collective Agreements.

The successful candidate will have effective interpersonal skills, strong technical writing abilities to prepare formal reports and policies and procedures for manuals.

KNOWLEDGE & SKILLS

- Seeks improved individual and organizational performance and results
- Helps others learn by setting a positive example
- Clearly articulates and demonstrates Indigenous culture in all activities relating to VACFSS. Reaffirms the cultural context of Indigenous people and rights when carrying out their role of a VACFSS employee
- Knowledge of colonial history and the impact on Indigenous people, The National Inquiry into Missing and Murdered Indigenous Women and Girls, and Truth and Reconciliation
- Develops organizational actions, values and services that focus on customer needs.
- Works effectively and efficiently within financial, human and physical resources. Manages multiple tasks and priorities for maximum personal and organizational success. Uses time and resources productively to complete projects that are thorough, within diary dates and meet the require standard
- Influencing, with integrity, others toward a desired direction to achieve the organization's mission goals, and fostering organizational values.
- Ability to work collaboratively with all levels of an organization including Senior Management and Executive
- Supports planned organizational change by providing input in a constructive fashion
- Identifies problems, conducts background research, and provides recommendations
- Experience working with an Indigenous organization, community and or nonprofit organization

KEY COMPETENCIES:

- Relational Engagement
- Leadership
- Collaborative Planning and Decision Making
- Emotional Competency
- Resilience
- Cultural, Spiritual Expression

QUALIFICATIONS

- BA or BBA with a human resources major or a relevant degree with a human resources specialization; and
- Minimum 5 years of human resources experience including working within a unionized environment
- CPHR designation preferred; eligibility or progression toward is required
- Proficient with MS Office/Microsoft 365 and standard office equipment
- Ability to prioritize and handle multiple competing priorities
- A valid BC Driver's License and access to a safe, reliable vehicle
- Criminal Record Check for Working with Vulnerable Children or Adults

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BENEFITS:

- Extended health and dental
- Group life and AD&D
- Employee Family Assistance Program
- 100% employer-paid premiums
- 3 weeks of vacation
- Public Service Pension Plan
- Access to VACFSS' Staff Cultural Clinical Counselor, Elder
- Access to Indigenous Cultural Teachings as coordinated by the Agency
- Participation in the Monthly Accumulated Time Off Program for Excluded Staff

APPLICATION PROCESS:

Applicants may apply by completing the Application on the Employment Opportunities webpage www.vacfss.com or by using the following link: <https://www.vacfss.com/join-us/apply-for-a-job/>. We thank all candidates for their interest; however, only those selected for an interview will be contacted.

Preference may be given to Indigenous candidates as per Section 41 of the Human Rights Code.

Situated on the unceded and occupied territories of the Coast Salish Peoples, including the x^wməθk^wəyám (Musqueam), Sk̓w̓x̓wú7mesh (Squamish), Sel̓ílwitulh (Tsleil-Waututh), and Stó:lō nations.