



HUMAN RESOURCES GENERALIST, Permanent Full-time

SALARY RANGE: \$61,495 – \$76,869

JOB SUMMARY:

Under the direction of the Manager of People and Culture, the Human Resources Generalist (the “Generalist”) administers human resources (HR) and benefits programs for all Menno Place Employees, aligned with best practice in HR and Menno Place’s Vision, Mission and Values.

The Generalist is an integral member of the Menno Place team and is required to have a commitment to the vision, mission and values of Menno Place while ensuring safety for residents, staff, and volunteers. In performing duties, this person follows Menno Place policies and procedures ensuring the provision of Resident and Family Centred Care (RFCC).

This position requires teamwork, communication, and cooperation. It is the expectation that the individual in this position contributes to a positive, safe working environment, takes instruction well and cooperates with their supervisor and co-workers. This person manages their time well and participates in continuous quality improvement of services provided.

KEY ACCOUNTABILITIES:

- Provide support to Employees regarding HR-related topics such as leaves and compensation and issues resolution.
- Promote HR programs to create an efficient and conflict-free workplace.
- Enhance job satisfaction through effective people management and conflict resolution strategies.
- Ensure compliance with employment and labour regulations as well as Employer policies and procedures.
- Counsel Employers and Employees on the interpretation of human resources policies, compensation and benefit programs and collective agreements.
- Manage programs and maintain human resources information and related records.
- Administers status changes for existing employees.
- Conducts regular audits of RN/LPN/HCA registrations to ensure current registration.
- Audits criminal record status monthly.
- Updates seniority lists quarterly.
- Monitors status of performance appraisals and submits to managers.
- Maintains SURGE Learning education database and tracks mandatory education required.
- Submits Employee Injury/Incident Report and First Aid Records to REACH Professional Management with time loss information.
- Maintains WSBC Time Loss Report – tracking employee WCB claims and status and liaison with REACH Professional Management.
- Prepares summaries, analysis, and reports to support managers as required.
- Liaises with appropriate organizations such as Fraser Health Authority, HEABC and attends meetings to remain

- up to date on changes to programs.
- Performs other related duties as assigned.

QUALIFICATIONS REQUIRED:

Education, Training and Experience

- Bachelor's degree in human resources, leadership, business, or relevant discipline.
- Two to three years related experience in a unionized environment.
- Current Chartered Professional Human Resources (CPHR) in good standing with CPHR BC Yukon

Knowledge

- Demonstrated working knowledge of the BC Employment Standards Act, BC Human Rights Code and BC Occupational Health and Safety Regulation.
- Demonstrated knowledge of HR best practices and emerging trends.

Skills and Abilities

- Demonstrated ability to communicate clearly in English, with tact and diplomacy, verbally and in all written formats and group settings.
- Demonstrated ability to organize and utilize systems and tools to assess priorities.
- Demonstrated research and analysis, problem solving and critical thinking skills.
- Demonstrated empathy, compassion, with a genuine commitment to improving the lives of residents, their families, and staff.
- Demonstrated advanced communication, negotiation, and conflict resolution skills.
- Collaborates with leaders, stakeholders, and Employees, modeling a cooperative and constructive, quality improvement focused, environment.
- Digital fluency including MS Office Suite, Excel, and PowerPoint.

ASSET CRITERIA

- Experience working in the health care sector.
- Experience in a unionized environment.
- Second language proficiency.
- Demonstrated working knowledge of legislation and regulation which governs long-term care, assisted living and health human resource requirements in BC.

Health & Safety

- Is accountable for occupational health and safety and related activities of staff.
- Is aware of their rights and responsibilities under the BC Occupational Health and Safety Act and follows all health and safety policies and procedures.

- Works safely to reduce the risk of injury to self, co-workers, and residents.
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor.
- Does not operate or use faulty equipment.
- Promptly reports personal injury to supervisor and seeks first aid as needed.
- Participates in fire safety demonstrations, fire and code drills and knows the community fire and disaster plan.

All applicants for this job posting must provide satisfactory proof, or have such proof on file, that they have received COVID-19 vaccination and any required COVID-19 booster vaccination as per current Provincial Health Order(s). This requirement shall be waived if the applicant has not received the vaccination due to any legislated protected human rights grounds. In such a case, and upon presentation of sufficient proof, the Employer shall make reasonable attempts to accommodate the applicant to conduct their role were recognizing that the health and safety of other employees and residents will be a priority.

If you are interested in this opportunity, please apply online at www.mennoplace.ca/employment-application .
Competitive compensation and benefits.

In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

We thank all applicants however only those short-listed candidates will be contacted.

[Click Here to Apply Online](#)