



## **Job Description**

### **Human Resources Generalist**

The Human Resource Generalist is responsible for duties related to the day-to-day operations of the MFRC human resource office. The Human Resources Generalist originates and leads Human Resources practices and objectives that will provide an employee-oriented, high-performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a high quality workforce.

The Human Resources Generalist coordinates implementation of services, policies, and programs, reports to the Finance/HR Manager and assists and advises the ED about HR issues.

#### **Responsibilities:**

##### Human Resources

- Collaborate with the Finance/HR Manager on the strategic and operational tasks of the human resources section.
- Ensure that MFRC Policies and Procedures are adhered to by all staff
- Co-ordinate and maintain the on-boarding processes; updates of job requirements and job descriptions for all positions; coordinates all job advertisements and website updates
- Establish, coordinate and participate in standard recruiting, testing and interviewing processes for candidate selection up to and including employment offers
- Establish and conduct new staff orientation that includes review of the orientation manual, employee agreements, name tags and business cards
- Coordinate and process benefit program enrollments
- Maintain accurate and efficient use of HRMS data including MyHR
- Assist in the preparation of updates and recommend/revise human resource policies and procedures
- Prepare and maintain personnel files, particularly sensitive and confidential information
- Conduct staff departure/exit routine
- Develop and coordinate the employee retention program
- Assists with the implementation of the performance management process
- Maintains employee training records
- Support supervisors in human resources management challenges



### Workplace Wellness

- Represent management on the Joint Occupational Health and Safety Committee
- Drive the OH&S processes of the organization including the investigation and processing of WorkSafe BC claims
- Support the Finance/HR Manager in monitoring risk management policies and procedures to ensure that program and organizational risks are minimized
- Promote a safe work place; ensure that all established safety procedures are followed
- Attend, support and maintain internal OH&S meetings and responsibilities
- Oversee and promote the workplace health and wellness initiatives

### Other

- Undertake any secondary tasks and responsibilities deemed necessary for the efficient operation of the organization, its programs and buildings

### Competencies and Behaviours

In order to successfully meet the requirements of the position, the following competencies and behaviours must be demonstrated.

- Believes in and practices the mission and goals of the organization
- Maintain professional and ethical standards with respect to observing the strictest confidentiality at all times regarding the information acquired by you through involvement with MFRC to the limit of legal requirements
- Ability to work as a positive member of the program team, facilitating a team environment through personal behaviour, work contributions and the sharing of experience and knowledge
- Participates in the developing of new ideas and methods for program enhancement and has the ability to adjust and adapt to changes
- Maintains a constant awareness of the “client” and exhibits recognition and appreciation of their needs with the ability to achieve results with positive outcomes for families accessing the program
- Ability to be energetic, resilient and maintains a sense of humour when personal resources are challenged
- Achieves results with positive outcomes for children and families within the program
- Ability to meet deadlines in a timely and efficient manner
- Effective interpersonal skills under all types of conditions, exhibiting a supportive, positive approach
- A high degree of personal initiative with good planning and organizational skills
- Maintains timely and accurate files



- Attention to detail
- Has the ability to adjust to ever changing needs and handle multi-tasking efficiently
- Continuing personal and professional development in related areas
- Actively incorporates volunteers into the program area
- Frequent interaction with parents of children enrolled in programs, and front desk coverage

#### **Desired Knowledge, Education and Experience**

- HR certificate and at least 3 years related experience, or an equivalent combination of education and experience
- Knowledge of Human Resource Management
- Working knowledge of various legislation and regulations such as Employment Standards, WorkSafeBC, and benefits and compensation programs.
- Exceptional organizational, interpersonal and coaching skills
- Bilingualism is an asset
- Effective oral and written communication.
- Evidence of the practice of a high level of confidentiality.
- Willingness to work flexible hours

#### **Working Conditions**

- The position is required to sit at a computer for long periods of time
- Client needs and work volume may require more than the schedule work hours to complete essential duties of this job. This position may require special hours including working weekends and evenings.
- Work may require dealing with emotionally volatile situations
- The noise level in the work environment is moderate
- The position is located primarily indoors
- There are stairs involved in the physical location of the position. Not all locations are wheelchair accessible.
- Moderate to heavy lifting required.