



Title: Human Resources Administrator, Chilliwack Division of Family Practice

Employer: Chilliwack Division of Family Practice

Location: Chilliwack General Hospital, option to work 20% from home

Hours: Average of 10 hours per week, flexible scheduling, during business hours

Compensation: \$33.00-\$40.50

Job Description

Provides human resource support, performs HR administrative tasks; promotes and fosters a consultative and problem-solving labour relations environment by providing consistent application and advice on legislation, policies and procedures.

Background Information

The Chilliwack Division of Family Practice is a non-profit society that represents and supports family physicians and nurse practitioners working in Chilliwack, Agassiz, Harrison Hot Springs, Seabird Island, Hope and the Fraser Canyon communities. The Division also has medical residents and medical students as associate members. The Division aims to increase primary health care capacity and improve patient and population outcomes by developing and implementing programs and services that will positively impact family doctors, allied health care providers, and their patients.

Key Responsibilities & Duties:

- Oversees all human resource systems & programs with a focus on recruitment and selection;
- Completes pre-screen phone interviews, reviews resumes for qualifications and experience, participates on interview panels, creates and updates job postings, job descriptions and performance reviews;
- Maintains employee records, creating and updating forms;
- Creates and updates policies and procedures;
- Consults and supports the Executive Director and managers on operational issues and assists them to meet strategic goals and effective operation of their human resources. Consults and supports performance management, discipline, leave management, selection, recruitment, hiring, organizational redesign, employee interaction and other human resource matters.
- Provides guidance regarding the interpretation and administration of policies to ensure consistent application (e.g., regarding payroll, vacation, time in lieu, etc.).
- Investigates labour relations issues and complaints; researches appropriate jurisprudence and industry practices; develops, recommends and implements contract interpretations, policies, procedures and programs to create and improve consistent labour relations practice within the organization.





- Provides advice to the Executive Director, managers and others respecting grievance and other dispute resolution processes, including guidance on fact finding, support in drafting appropriate correspondence, and preparing for and conducting meetings.
- Promotes constructive relations through respectful communication to resolve problems, consults on issues and provides/exchanges information on labour relations issues affecting employees in the workplace, such as organizational changes, staff layoffs, displacements and technological changes.
- Identifies management education needs regarding human resource issues; assists with developing and presenting appropriate related educational programs.
- Maintains records such as a grievance tracking database and statistics on labour relations activities; reviews and analyses data and reports concerns and recommendations to the Executive Director and Board.
- Other duties as required.

Qualifications

- Post-secondary education in human resources
- Previous experience as a Human Resources Administrator is an asset
- Knowledge of Employment Standards, BC Human Rights, and Workplace Safety
- Excellent knowledge of Microsoft Office programs
- Excellent interpersonal skills

The Human Resources Administrator will report to the Division's Executive Director.

Selection Process

Please send cover letter and CV to office@chilliwackdivision.ca.

For questions related to this position please contact Daphne McRae, Executive Director.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

