

Human Resources Manager
Full Time Temporary (35 hours per week, until May 2020)
19-006NCFRC

Are you looking to make a difference in your community?
Join the Norwood team and start making a difference today!

Norwood Child and Family Resource Centre is an Edmonton based non-profit organization that has been supporting children and families since 1963, with a vision of Healthy Children, Healthy Families, Healthy Communities. Our programs and services are designed to strengthen and enrich families with children birth - 5 years old. Early childhood experiences are aimed at fostering optimal child development and healthy parent-child attachment. Parent education opportunities are created to support building the capacity of families. Family support services are provided to support families as the child's first and most important teacher. Information and referral is a key practice in supporting families to grow and learn within their own communities. Programs are delivered using a holistic approach to support the social, emotional, intellectual, language, physical and creative needs of children and families in the community. For more information, visit <https://www.norwoodcentre.com>.

Norwood provides the following:

- Paid health, dental and vision premiums
- 5 weeks of paid time off per year (1 week at Spring Break, 2 weeks at Christmas and 2 weeks vacation)
- 12 sick/personal leave days per year
- Service recognition and employee awards
- 2 staff fun/appreciation days per year
- Strong focus on employee wellness and work-life balance
- Supportive of ongoing professional development
- A compassionate team environment

Norwood is a pet friendly environment.

Reporting to the Operations Director, the Human Resources Manager will be responsible for the Human Resources function within Norwood which includes policy development and maintenance, employee relations, recruitment and orientation, staff professional development, total compensation, and HR trend analysis.

This is a maternity leave cover position that could be 12 months in length.

Norwood staff are guided by the following Team Charter: (SPIRIT)

- **Support** - We utilize one another's strengths to take on challenges and opportunities using positive communication, collaboration, and compassion.
- **Passion** - We have the energy, attitude, and enthusiasm to be fully committed and engaged in our work with each other.
- **Integrity** - We are honest, trustworthy, transparent, and accountable with each other.
- **Respect** - We accept others without judgment and recognize that every individual is a person of value.
- **Inclusivity** - We celebrate diversity and welcome people of all abilities, backgrounds, cultures, and perspectives.
- **Team** - We are all one group working towards improved outcomes for children and families.

If you share our values and support our mission and vision please consider joining our team.

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

Reporting to the Operations Director, the Human Resources Manager is responsible for the following:

- Providing coaching and training on topics such as performance management, conflict resolution, change management, etc.
- Providing management with recommendations on current HR issues and trends
- Keeping current with existing and proposed laws and regulations affecting HR practices including Employment Standards, WCB, AB Human Rights, Occupational Health and Safety, etc.
- Developing policies and procedures to ensure compliance with regulations, laws and accreditation standards.
- Ensuring consistent application and agency wide compliance with policies, procedures, and applicable regulations.
- Advising employees and supervisors on the interpretation of policies and procedures
- Investigating and suggesting resolutions for employee relations issues
- Participating as a member of the Health and Safety Committee
- Preparing and maintaining accurate and consistent job descriptions in consultation with Managers.
- Overseeing the recruitment process which includes working with the Recruitment Consultant, preparing job postings, and completing interviews, reference checks, and employment contracts
- Connecting with educational institutions for the purpose of supporting practicum students at Norwood.
- Reviewing, modifying and supporting, the employee onboarding process
- Maintaining accurate and comprehensive employee files
- Maintaining a high level of confidentiality and professionalism regarding personnel employee information
- Coordinating mandatory training and professional development opportunities for all staff
- Coordinating the process when employees go on leave or exit the agency (ex. Collecting Norwood property, providing information on various leaves and liaising with the employee's supervisor regarding their return to work)
- Conducting exit interviews to identify reasons for employee resignations
- Tracking and analyzing organizational data regarding turnover and employee leaves.
- Researching and analyzing compensation and benefits programs to increase employee satisfaction and retention
- Conducting compensation reviews as needed
- Acting as the liaison with WCB and other regulatory bodies
- Preparing, administering, and analyzing employee surveys

The ideal candidate will possess the following qualifications:

- Diploma or degree in Human Resources Management
- CPHR designation is considered an asset
- Minimum of 5 years experience working in a Human Resources function
- Minimum of 2 years experience providing HR advice at a leadership level
- Experience working in a non-profit environment is considered an asset
- Experience in policy development and maintenance, employee relations, recruitment and orientation, staff professional development, total compensation, and HR trend analysis
- Intermediate level proficiency in Microsoft Office and HRIS databases
- A well-defined sense of diplomacy, including conflict resolution and people management skills
- Excellent interpersonal and communication skills with a demonstrated ability to build strong, trusting relationships
- A valid driver's license and access to a reliable vehicle
- Criminal Record Check and Child Welfare Intervention Record Check (*findings will be reviewed on a case by case basis*)

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The starting hourly range for this role is \$30.20-\$33.97 per hour (\$54,964.00 - \$61,825.40 per year) based on a 35-hour week.

Norwood Child and Family Resource Centre values diversity and welcomes applications from First Nation, Inuit, Métis, New Canadian, racialized, differently abled and LGBTQ2S communities.

To apply for this opportunity, please submit your résumé and cover letter to: hr@careersforcommunity.ca

Please state in the cover letter how you align with the Norwood Team Charter and how you heard about the position.

Please include Human Resources Manager and Job ID Number 19-006NCFRC in the Subject Line of the email.

Closing Deadline: Until Suitable Candidate is Found

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