



Discovery House Family Violence Prevention Society

Position Description

POSITION TITLE: Human Resources Coordinator | Permanent Part-Time

POSTING DATE: August 31, 2018

Discovery House is a trusted, dynamic Calgary organization devoted to the safety and well-being of women with children leaving domestic violence. We offer stability, hope and opportunity through long-term residential and individualized community support which result in healthier families and stronger communities.

COMMON PURPOSE

All employees have a responsibility to carry out the Vision, Mission and Philosophical Statements of Discovery House while adhering to all Agency Policies and Procedures. Paramount to this responsibility is demonstrating a 'client-focused' approach to all aspects of Discovery House operations. Inherent is a willingness to cooperate with all Discovery House staff and volunteers in translating these emphases into the planning and delivery of all programs and services.

POSITION OVERVIEW

The Human Resources Coordinator is responsible for providing transactional HR support to the organization. The successful candidate will assist with the development and implementation of HR policies, recruitment and hiring, orientation and training, departures, and other areas as directed. Other duties include maintaining and developing accurate HR systems and records, overseeing the employee benefits program, and coordinating volunteers.

PRIMARY DUTIES AND RESPONSIBILITIES

- Facilitating human resources processes
- Processing and maintaining all status reports and pay changes
- Maintaining employee files as to ensure accuracy and compliance
- Assisting with the performance review and termination processes
- Assisting with the recruitment and hiring processes, and departures
- Participating in and facilitating on-boarding and orientation activities
- Advising management and employees on staffing policies and procedures
- Conducting audits of payroll, benefits, and other HR programs, and recommending corrective actions

Employee Benefits

- Administering health and welfare plans, including enrollments, changes, and terminations

- Acting as a liaison between employees and insurance providers
- Resolving benefits-related problems
- Providing benefits orientations and enrollments
- Assisting with claims processing
- Working alongside the payroll professional regarding the overseeing of benefits deductions and additions to the organization's payroll system

Volunteer Coordination

- Coordinate and meet the organization's volunteer needs through the recruitment, placement, training, scheduling and retention of volunteers
- Generate appropriate volunteering opportunities and role description based on the organization's needs
- Expand the Discovery House volunteer base
- Organize volunteer schedules and shifts
- Keep up to date records on volunteers, positions, hours, police checks etc.
- Prepare reports and statistics on volunteer participation, as requested

QUALIFICATIONS AND SKILLS REQUIRED TO ACHIEVE THE OUTCOMES

Knowledge and Experience

- Post-Secondary Degree or Diploma in Human Resources Management
- 3-4 years of experience as an HR Coordinator
- Experience in the non-profit sector an asset
- Familiarity with current volunteer coordination practices an asset
- Payroll and benefits experience an asset

Skills

- Demonstrated initiative, ability to prioritize and execute multiple tasks
- A team player with excellent interpersonal and communication skills
- Strong problem-solving skills and ability to work independently
- Ability to maintain a high level of confidentiality
- Strong written and verbal communication skills
- High attention to detail
- Proficient in Microsoft Office

If you think we'll be a great fit, please send your resume to careers@discoveryhouse.ca using "HR Coordinator" in the subject field and we'll be in touch.