

Career Opportunity: HR Consultant

Regular Full Time (35 hours/week)

Who We Are:

We are the nation-wide leader and champion for mental health. CMHA promotes mental health and facilitates access to the resources people require to maintain and improve mental health. At CMHA Vancouver-Fraser branch our programs and support span the wellness and recovery journey, from education to build awareness and resilience to recovery from mental illness and substance use towards employment and community integration.

We are big believers in wellness and work-life balance; we offer a competitive benefits package after 3 months of employment, a 35-hour work week, as well as the opportunity for this role to work in a hybrid model with 2 days per week in the Quebec Street office (or more, depending on candidate preference).

Who You Are:

You are an emerging HR professional, passionate about fostering a collaborative and respectful culture, with a mission-driven approach to both people development and organizational growth. You're a team player who is energized by connecting with others, and you are excited about both applying your experience and ideas to a fast-paced, dynamic and evolving environment, as well as furthering your expertise on a range of HR competencies. This role is part of a growing department, with the opportunity to make a significant impact working alongside other passionate professionals.

Apply with Cover Letter and Resume to hr.vf@cmha.bc.ca

Position Summary

The HR Consultant is an integral part of HR Team and provides support to the People & Culture (HR) Manager, in a wide range of areas by carrying out a variety of routine duties such as: preparing and posting job descriptions; providing administrative support regarding the Criminal Record Check process and Benefits Administration; data entry; onboarding and orientation material preparation; maintenance and development of filing and record-keeping systems (electronic and paper); preparing, processing, updating and maintaining a wide variety of confidential records, files, correspondence, forms, and other documents; providing other support to the People & Culture (HR) Manager as directed.

Key Responsibilities

- Executive, Board and Leadership Team Support
- Coordinates the Recruitment process under the direction of the People & Culture (HR) Manager, including drafting internal and external postings, coordinating external postings using external sites, corresponding with the hiring panel regarding postings and applicants; coordinating interviews and corresponding with applicants as required.
- Processing criminal record checks by submitting forms, managing records in Payworks, maintaining databases with current information, corresponds with employees to ensure all employees have current records as per policy.
- Maintaining electronic and paper records in relation to mandatory employee training; follows up with employees approaching expiry dates of training, produces reports as needed.

- Arranges for employee trainings as directed, including coordinating and liaising with external trainers and consultants as needed.
- Ensures electronic and paper HR record keeping systems are well-organized, current, and adhere to confidentiality regarding access and storage.
- Processes paperwork in relation to employee benefits administration.
- Provides administrative support for labour relations issues, including drafting correspondence, generating reports, taking meeting minutes as required.
- General understanding of Collective Agreements and Labour Relations processes, documentation, and where to access information.
- Provides administrative support to the People & Culture (HR) Manager regarding disability management process, tracking, and documentation.
- Ensures the People & Culture (HR) Manager is kept informed around general day-to-day matters, internally and externally.
- Drafts specialized correspondence, reports, presentations, agendas, etc.
- Coordinates the development of, researches and provides detailed briefing documents for the People & Culture (HR) Manager related to internal / external meetings as needed.
- Communicates directly and on behalf of the People & Culture (HR) Manager with internal (staff and volunteers) and external stakeholders as required
- Answers phones, emails/mail and responds accordingly
- Prepares routine reports to the People & Culture (HR) Manager for their review and approval
- Assembles and distributes meeting packages and other documents required for meeting as required.
- Takes a customer-centric approach to communication and correspondence with internal and external parties including employees, candidates, leadership, board members, and union contacts; seeks to build and maintain positive working relationships.
- Provides administrative support to the HR Manager on strategic HR projects and initiatives including launching of organization-wide policies or programs, improved use of HRIS, and streamlining administrative processes.
- Participates in the new hire orientation process as required, including coordinating onboarding paperwork and processes, and being the on-site point-person for newly hired staff members.
- Maintains strict confidentiality of business, employee, volunteer, program participant, Board, and union information.
- Participates in organizational committees as required.
- Provides administrative support to the Manager, Finance and Operations on Occupational Health and Safety policies and procedures, as required.
- Provides administrative support to the People & Culture (HR) Manager in relation to Workplace Investigations, or other sensitive and highly confidential employee issues.
- Provides administrative and office orientation to new staff, including information regarding benefit plan eligibility and options. Acts as agency liaison to benefits provider, ensuring the resolution or staff inquiries and administration of plan changes, including enrollment and cancelation of benefits.
- Other duties as assigned by the People & Culture (HR) Manager

General

- Attends staff meetings, board meetings, committee meetings and others as required, some of which will be in the evenings and on weekends
- Submits regular activity reports, timesheets, expense forms, etc. as required

- Reinforces and models work-related behaviour and interpersonal skills
- Completes Non-Violent Crisis Intervention Training, Suicide Awareness Training, Mental Health First Aid or other training as deemed appropriate by the employer
- Represents the agency in a professional manner
- Other related duties as appropriate and required

Qualifications and Attributes

- Bachelor's degree required, preferably in HR with CPHR designation acquired or in process
- 3-5 years of experience in Human Resources role, with emphasis on implementing new processes and procedures
- Experience with benefits administration is a plus
- Proactive and "ownership" attitude is a plus
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, Board members, volunteers, external partners and potential donors
- In-Depth knowledge of and expert use of computer software including Microsoft products (Word, Outlook, Excel and PowerPoint), databases and demonstrated experience supporting staff and organizations to improve administrative processes and electronic file management.
- Demonstrated experience drafting professional correspondence.
- Demonstrated experience working effectively as part of a team as well as independently;
- Excellent communication skills, both written and verbal
- Strong collaboration skills with peers and the ability to direct staff as needed to ensure administrative systems and processes are consistently followed and monitored for effectiveness
- Friendly and confident phone manner
- Ability to work independently, take direction and follow instructions
- Strong organizational and time management skills
- Able to exercise discretion in dealing with sensitive or confidential matters
- Strong attention to detail

Conditions of Employment

- Must be full vaccinated
- Complete a satisfactory Criminal Records Check.

If you are interested in this position, please apply with a cover letter and a resume to hr.vf@cmha.bc.ca with the subject: **Application: HR Consultant.
This posting will remain advertised until the role has been successfully filled.**

CMHA is committed to building and maintaining an inclusive work environment that reflects the diversity of the communities we serve. We encourage applications from all qualified candidates and equity seeking groups, including from racialized persons/persons of colour, Indigenous persons, women, and persons with disabilities.

We thank all applicants for their interest; however, only those being considered for interviews will be contacted.