

Advice of Position Vacancy

Date:	July 15, 2022
Position title:	Human Resources & Administration Officer
Posting number:	2022-20
Status:	Permanent full time – 35 hours per week
Closing date:	Position remains open until filled. Please send your resume and cover letter to humanresources@drpeter.org

The Dr Peter Centre is a trailblazer in trauma-informed health care not just in Canada, but all of North America. The Dr. Peter Centre provides compassionate HIV care for people living with significant health and social issues including mental illness, trauma, substance use, unstable housing and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

We live and breathe our core values of authenticity, integrity, humanity, self-determination, inclusivity and tenacity. If this sounds like you, then we invite you to join our team at the Dr. Peter Centre.

Position Summary:

The Human Resources and Administration Officer provides support to the Human Resources and Administration Departments. The Human Resources and Administration Officer reports directly to the Human Resources Manager.

Key Responsibilities:

The Human Resources and Administration Officer is responsible for the following:

- Maintaining computer systems and HRIS applications, by updating and entering data;
- Maintaining all employee records, data bases and files;
- Compiling general administrative reports and spreadsheets;
- Tracking employee training, immunizations and criminal record checks;
- Preparing new employee files and filing/scanning of confidential employee records;
- Issuing keys and access cards and maintaining records of such;
- Orienting new employees to the organization (i.e. setting up designated login credentials, workstation, email, tour, health & safety training, etc.);

- Conducting benefit enrollment process and overseeing the completion of benefit documentation and administration;
- Ensuring compliance with WorkSafeBC regulations and Employment Standards;
- Helping in ensuring organizational compliance with all other provincial and federal laws related to employment standards, human rights, employment equity, and privacy legislations;
- Updating SharePoint and staff phone lists as needed;
- Maintaining global address book;
- Assisting with staffing schedules for Housekeeping, Administration;
- Covering reception during unplanned absences;
- Participating in after hours on call scheduling;
- Assisting in preparation of contract drafts and maintaining master template for all contract formats;
- Drafting confirmation and verification of employment letters as requested;
- Assisting in developing best practice tools and recourses to attract and retain top talent;
- Reviewing, prioritizing, and executing human resources administrative tasks with accuracy and efficiency while seeking continuous improvement to HR practices;
- Preparing and generating human resources reports in a timely manner when needed; and
- Performing other related human resources and administrative duties as required.

Education, Qualifications and Experience:

The preferred education, qualifications and experience of the Human Resources and Administration Officer are:

- Bachelor degree in Business or Human Resources program is preferred;
- CPHR designation/candidate or working towards obtaining it is preferred;
- Minimum of two (2) years' experience in an HR Generalist role;
- Working knowledge of Employment Standards Act and WorkSafeBC regulations;
- Experience with scheduling preferred;
- Proficient with data entry and advanced use of HRIS platforms;
- Advanced skills in using MS Office 365 applications including Word, Excel, Outlook, PowerPoint, SharePoint and Teams;
- Proficient with all office equipment (e.g. multi-lines phones, photocopies, fax, scanner, etc.); and
- Experience in a health care environment is preferred.

Required Competencies:

The Human Resources and Administration Officer must possess the following competencies:

- Detailed oriented and able to work well under pressure;
- Excellent teamwork, prioritization, and organizational skills;
- Ability to remain calm under stressful or challenging situations;
- Dedication to providing excellent support and service;
- Self-starter and adaptable;
- Patience and flexibility when dealing with people and problems;
- Excellent oral and written communication skills;
- Integrity; and
- Commitment to task and organization.

General Working Conditions:

This position requires flexibility and the ability to prioritize workload, and the ability to work in a fast-paced environment where demands and deadlines may change with short notice. Multitasking and flexibility is a must in order to meet deadlines, and to support many operational functions/activities that may occur concurrently or without notice. An understanding of the importance of maintaining the confidentiality of sensitive employee information is necessary. Evening and weekend work may be required.

COVID-19 Restrictions:

- The Dr. Peter AIDS Foundation is a long-term care facility that is subject to the Single Site Order (SSO) issued by the Provincial Health Officer in response to the COVID-19 pandemic; and
- Proof of full vaccination status against COVID-19 in British Columbia required.

Salary Range:

\$50,000 – \$54,000

Please send applications to humanresources@drpeter.org

Note: We thank all interested applicants. Regretfully, we are not able to respond to phone calls or emails, and we are able to respond only to those applicants who are being considered for an interview.