

Human Resources Coordinator

Position Title: Human Resources Coordinator

Reports To: Director of Operations

Job Status: Permanent, Full-Time

Remuneration: Salary

Primary Functions of the Position:

Hospice Halifax is a compassionate and supportive community of staff members, volunteers, and donors dedicated to making dying and living as comfortable and meaningful as possible at the end of life. Our hospice residence is an inclusive space where individuals and their families receive personalized and dignified end-of-life care.

Working in partnership/collaboration with the Director of Operations and others on the Hospice management team, this position provides services to all employees, managers and volunteers related to the people services function of the organization.

Hospice Halifax continues to take action against racism and discrimination in the workplace and to identify and address systemic barriers to full and equal participation. As such, each member of our team must be committed to fostering a safe working environment where all members of the team experience an authentic sense of inclusion and belonging.

Hospice Halifax is committed to fostering a diverse and inclusive work culture. We welcome and encourage applicants who are BIPOC, LGBTQ2S+ and persons with (dis)abilities to self-identify in their cover letter.

Duties and Responsibilities:

Recruitment

- Responsible for the full cycle recruitment process for employees, including: job posting, candidate screening, conducting interviews, checking references, and offering jobs to successful candidates.
- Develops, edits, and maintains job postings and job descriptions in collaboration with departmental managers.
- Manage the vulnerable sector and criminal record check process for both employees and volunteers.
- Determine accounts and access requirements for new hires, and ensure set up prior to their first day.
- Prepare and complete new hire paperwork with successful candidates.
- Facilitate the onboarding process for both employees and volunteers.
- Coordinate the orientation and required training for both employees and volunteers.

Employee and Volunteer Relations

- Maintain employee and volunteer paperwork and files.
- Ensure up to date employee paperwork and policy sign off on an annual basis.
- Responsible for supporting volunteers and coordinating volunteer services, including but not limited to performance, concerns, etc.
- Support the management team with the performance review process, including scheduling performance reviews and preparing documentation.

- Manage the schedules for all areas: clinical team, volunteers, kitchen/housekeeping, support services, and The Compassionate Closet as needed.
- Follow the process for tracking staff availability, leaves of absence, and time off requests.
- Support the attendance management process in collaboration with the management team.
- Allocates and replaces planned and unplanned staffing vacancies in accordance with staffing requirements, liaise with agencies as required.
- Support The Compassionate Closet with volunteer recruitment and onboarding.
- Coordination and implementation of recognition programs.
- Responsible for planning recognition week activities (Nurses, Volunteers, Social Work, etc.).

Other Duties

- Willingness to work from the front desk one day per week (as required), and back up coverage as needed.
- Willingness and ability to travel to The Compassionate Closet as needed.
- Assign and track the building access process (fobs).
- Assign and track the allocation of staff and volunteer lockers.
- Track and order required items, including name tags, scrubs, etc.
- Support fundraising and social media initiatives as required.
- Other duties as assigned.

Qualifications and Experience:

Skills and Abilities:

- Demonstrated computer literacy, including Word, Excel, Power Point, Google Suite, and other applications.
- Experience with scheduling and payroll systems, ability and willingness to learn new systems.
- Excellent interpersonal skills, with the proven ability to build and maintain professional relationships with employees and volunteers throughout the organization.
- Excellent verbal and written communication skills, proven ability to write content for internal and external purposes.
- Exceptional organizational skills and the ability to meet deadlines.
- Strong problem-solving and decision-making skills.
- Ability to work independently and as part of a team.
- Positively contribute to the Hospice Halifax culture with a flexible and “above and beyond” mindset, while making decisions with a patient and family centered approach.
- Possesses cultural awareness and sensitivity.

Education and Professional Experience:

- Undergraduate degree in a related field and/or Human Resources Certificate/Diploma, or relevant level of experience;
- Previous experience in scheduling/staffing/human resources administration/volunteer management;
- Previous experience in a healthcare setting is considered an asset.



How to Apply:

Please forward a cover letter and resume to careers@hospicehalifax.ca and reference "Human Resources Coordinator" in the subject line of the email.

Please submit applications by October 20, 2021.

Thank you for your interest in working with Hospice Halifax. Only those selected for the interview process will be contacted.