



Discovery House Family Violence Prevention Society
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Discovery House Family Violence Prevention Society

POSITION ANNOUNCEMENT

POSITION TITLE: Human Resources Lead
REPORTS TO: Director of Operations
TERM OF EMPLOYMENT: Full-time, Permanent
ANTICIPATED START DATE: November 3, 2021
LOCATION: Calgary, Alberta

Established in 1980, Discovery House Family Violence Prevention Society (“Discovery House”) provides a continuum of care to women and their children fleeing domestic violence. Discovery House facilitates transitional housing – offering longer-term, safe places for women and children to call home while they begin to rebuild their lives. Discovery House provides women access to counselling support and programs to ensure they never return to abusive partners and mitigates the effects of trauma in children to prevent the cycle from repeating.

POSITION OVERVIEW:

We have a rewarding career opportunity for a Human Resources Lead to join a collaborative leadership team to provide expertise in all functional areas of Human Resources. The Human Resources Lead is the sole person in the HR department and is responsible for the full scope of HR functions in the organization.

The successful candidate will take a leading role in building a positive, engaged, and inclusive culture where every team member contributes to excellence in client service delivery. The HR Lead understands the important and unique culture within Discovery House and conducts their work with sensitivity and compassion. As the first point of contact for new hires, and a person who the team connects with frequently, the candidate models a high standard of personal conduct while setting the tone for the culture of the organization.

The successful candidate will assist with recruitment and hiring, orientation and departures, strategic planning, development and implementation of HR policies, and other areas as directed. Other duties include developing and maintaining accurate HR systems and records, overseeing the employee benefits program, and other agency initiatives and programs.

Responsibilities include but are not limited to:

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- Advise all levels of leadership on attendance management, health and safety, employee relations, payroll, recruitment, compensation, professional development, and benefits
- Develop HR strategies, services, and programs, including leading the development of a comprehensive HR and compensation strategy.
- Promote HR compliance with HR policies and procedures to all levels of the agency
- Administration of all internal HR transactions on general HR documents
- Report on internal trends
- Oversee WCB claims and return to work planning
- Enter new employees and any employment changes and transactions in the HRIS (Dayforce)
- Conduct exit interviews
- Answer general inquires on policies and procedures from staff and leaders
- Maintain employee files as to ensure accuracy and compliance
- Provide coaching and support to leaders with performance reviews, disciplinary actions, and termination processes
- Lead the full-cycle recruitment process, hiring and onboarding processes along with offboarding
- Conduct audits of payroll, benefits, and other HR programs, and recommending corrective actions
- Lead the organizations employee recognition program
- Continuously look for opportunities to improve the employee experience

QUALIFICATIONS AND SKILLS REQUIRED:

- Post-Secondary Degree or Diploma in Human Resources Management, or a related field
- CPHR designation is an asset
- 5 years of direct Human Resource experience
- Experience in the non-profit / vulnerable person sector an asset
- Payroll and benefits experience an asset
- Demonstrated initiative, ability to prioritize and execute multiple tasks
- Demonstrated leadership ability
- 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
- Criminal Record and Vulnerable Sector Check
- Intervention Record Check

COVID-19 INFORMATION

- Proof of COVID-19 vaccination is a condition of employment, including future booster shots as recommended by Health Canada.

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WORKING CONDITIONS

- This position is eligible for the Flexible Work policy which allows for working from home up to two days per week when there aren't organizational needs to be in the office.
- Evolving COVID-19 protocols may require working from home full-time from time to time.
- We offer a competitive salary, full benefits, and a great environment to work in.
- This position is not eligible for overtime.

TO APPLY:

Please send your resume and cover letter to careers@discoveryhouse.ca stating the job title in the subject line. We thank all applicants, however, only those selected for an interview will be contacted.

Closing Date for Applications: Until a suitable candidate is found.

Discovery House embraces diversity and inclusion and is a committed equal opportunity employer. We acknowledge that we are situated on the Traditional Territory of the Blackfoot Confederacy: Siksika, the North and South Piikani Nations, and the Kainai Tribe, including other members of Treaty Seven First Nations the Tsuut'ina Nation, and the three Bands of the Stone Nakoda Nations; Chiniki, Wesley, and Bearspaw. The City of Calgary is also home to Métis Nation of Alberta, Region III, and all those who have made their home in this area.

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