



First Nations Health Authority
Health through wellness

The First Nations Health Authority is a diverse and rapidly evolving First Nations health organization of professional, innovative and dedicated team members and leaders.

We uphold Community-Driven, Nation-Based approaches to transforming the health system and enhancing wellness for BC First Nations peoples and communities.

Employment Opportunity

The First Nations Health Authority is committed to respecting diversity within our workforce. We specifically seek to increase the number of First Nations and Aboriginal employees in our organization.

Human Resources Associate 2 Positions Maternity Leave Contract, West Vancouver

Reporting to the Manager of HR Consulting Services, the HR Associate provides day-to-day operational support to all areas within the HR office. Manages the administration of the human resources policies, procedures and programs and carries out responsibilities in the following functional areas: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, employment, and consulting services. This role is also accountable for maintaining the contents and integrity of all HR files.

Qualifications & Competencies:

- The requirements for this position would typically be acquired through a diploma in human resources (and preferably working toward a degree), plus
- 2 to 4 years of related human resources experience, or an equivalent combination of education and experience.

Knowledge:

- Basic knowledge of the concepts, practices, methods and techniques pertaining to the human resources field.
- Knowledge of the First Nations Health Authority and First Nations health

Technical Requirements:

- Strong organization skills as they pertain to coordination of program and service delivery
- Advanced communication and interpersonal skills including verbal, written
- and communication skills
- Strong customer service focus and ability to effectively collaborate in a team environment and able to work independently
- Basic analytical skills to conduct research, carry out analysis, and prepare

COME JOIN OUR JOURNEY

We are driven by common values of respect, discipline, relationships, culture, excellence and fairness.

We cultivate and value working collaboratively to achieve our shared vision of Healthy, Self-Determining and Vibrant BC First Nations Children, Families and Communities.

If you are looking for more than a job, come join the FNHA family.

APPLICATION DEADLINE June 22, 2015 at 4pm

Email or fax your Cover Letter & Resume as two separate documents named in the following format:

Last Name, 1st Name – Cover Ltr

Last Name, 1st Name – Resume

Email: careers@fnha.ca or,

Confidential Fax: (604) 913-6135

In the subject line of your email or fax, please include the following:

1) HR Associate (2)

2) "Self-Identified", if you are voluntarily identifying yourself as First Nations or Aboriginal.

3) In your Cover Letter please indicate where and how you became aware of this job opportunity.

For more position details and information about us, please visit:
www.fnha.ca/about/work-with-us

Please be informed that due to quantity of applicants, we are not in a position to provide application updates. Only applicants shortlisted will be contacted and all applicants must be eligible to work in Canada.



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TITLE: HR Associate

POSITION SUMMARY:

Provides day-to-day operational support to all areas within the Human Resources office. Manages the administration of the human resources policies, procedures and programs and carries out responsibilities in the following functional areas: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, employment, and consulting services. This role is also accountable for maintaining the contents and integrity of all HR files.

REPORTING RELATIONSHIP: Reports to a Manager of Consulting Services.

ACCOUNTABILITIES:

- Participates as a member of a designated human resources team, providing coordination, support and input to diverse, specialized human resource programs and services; or supports an HR Consultant(s), in the delivery of human resources consulting for designated client groups.
- Participates in the development of processes, procedures and systems to support the administrative and coordination aspects of specialized programs and services related to employee relations, compensation and benefits, recruitment, HRIS, wellness and culture, and learning and development.
- Participates on project teams in the areas of research, delivery and enhancements of existing HR programs.
- Manage all aspects of employee files (e-files and hard copy files) to ensure content is accurate, up to date, and complies with internal guidelines.
- Develops processes, procedures and systems to support the administrative and coordination aspects of consulting service delivery.
- Coordinate all aspects of new employee onboarding: processing forms; partners with HR consultants & specialists to draft onboarding and orientation schedule; be the continuous point of contact for new hires to complete new hire paperwork.
- Coordinates logistics, prepares materials, processes transactions, maintains records and databases, monitors schedules, and reviews/processes budget expenditures. Also conducts basic research, assessment and analysis; prepares basic statistics; and participates in development of reports and presentation materials.
- Liaises with the HR Consultants and HR Specialists to assist with incoming employee inquiries.
- Carries out designated human resource assignments in any of the specialized HR disciplines, or in the general consulting area, under direction and within the scope of established practices and procedures.

- Liaises with external vendors and service providers, discussing transactions, exchanging factual information, coordinating meetings, and resolving day-to-day issues.
- Participates in collaborative information sharing and problem solving with other HR Associates, and also with the program specialists and HR Consultants to support the HR department in a seamless service delivery model.
- Responds to inquiries and provides information and explanation on program and consulting service policies, processes and procedures to business leaders and staff across the organization.

QUALIFICATIONS

Education & Experience

The requirements for this position would typically be acquired through a diploma in human resources (and preferably working toward a degree), plus 2 to 4 years of related human resources experience, or an equivalent combination of education and experience.

Technical Requirements

- Basic knowledge of the concepts, practices, methods and techniques pertaining to the human resources field
- Strong organization skills as they pertain to coordination of program and service delivery
- Advanced communication and interpersonal skills including verbal, written and communication skills
- Strong customer service focus and ability to effectively collaborate in a team environment and able to work independently
- Basic analytical skills to conduct research, carry out analysis, and prepare basic statistics
- Proficiency using MS Office with a particular emphasis on Word, Excel, PowerPoint and Outlook
- Sensitivity to and understanding of key issues and opportunities for British Columbia First Nations
- Demonstrated experience with HRIS applications (People Soft/Oracle)
- Displays initiative, tact, diplomacy, good judgement and use discretion with highly confidential and sensitive employee information