

Human Resources Generalist

Position Status: Full-time (40 hours per week)
Primary Office Location: 336 West 4th Street, North Vancouver, BC

Background

Hiyam Housing Society is an incorporated non-profit Society, formed in 2019 by the Squamish Nation Council as part of its strategic priority to house every Squamish member within a generation.

The Squamish Nation has occupied and governed the territory since beyond recorded history. The Squamish Nation's culture is rich and resilient. We continue to practice our customs and traditions, which are strongly interconnected with our traditional territory. Together with our lands, our customs and traditions are the foundations of who we are as Skwxwú7mesh.

General Purpose

With the growth of our housing developments and organization, we are looking for an experienced Human Resources Generalist who will report to the Director of Administration and Finance of Hiya'm Housing Society, to join the team based in North Vancouver and Squamish BC. To do this role effectively you should be able to support our Society in mainstreaming the activities involved with developing and updating policies and procedural manuals, handle daily and general human resources duties, have well developed communication skills, and have experience in human resources and policy writing.

Key Responsibilities and Duties

Human Resources

- Develop hiring strategies that align with business goals
 - Implement and define hiring and recruitment processes
 - Handle employee relations, including grievances, conflicts, and mediation
 - Oversee recruitment and candidate selection by preparing job descriptions, posting ads, participating in interviews, and managing the hiring process
 - Perform candidate screenings, such as background and reference checks
 - Research, review, and recommend compensation packages
 - Create and implement effective onboarding plans
 - Communicate with employees about policies, programs, and benefits
 - Retain personnel records and associated data
 - Assist in performance management processes
 - Support management in employee discipline/terminations
 - Create, manage, develop, and monitor occupational health and safety program
 - Assist in WCB and return to work claims
 - Create and monitor the performance review process
- Recruiting, fostering a safe work environment
Managing employee relations
adminstrating payroll

managing compensation
handling disciplinary needs
ensuring compliance with labour laws & regulations
overseeing training programs
supporting employee development
developing a talent acquisition strategy
managing diversity, equity, and inclusion efforts
Assisting employees with personal needs and challenges, connecting them to resources

Policy Development for HR, Tenancy, and Operations

- Developing, and modifying the existing policies and guidelines to adhere to current documentation standards
- Evaluating different types of policies and making recommendations for changes to management
- Ensuring that revised and new policies are implemented and communicated
- Keeping records of all policy revisions, updates, and deletions
- Ensure all policies and processes are compliant with the applicable law

Qualifications and Skills

- Knowledge of compliance standards and employment law
- Recruitment, hiring processes and techniques
- Candidate screening methods
- Benefits administration
- Strong research skills and understanding of various policies, guidelines, and standards
- Performance review procedures and management techniques
- Wage structures
- Employee classifications
- Workforce management techniques, including training and scheduling
- Diversity and inclusion initiatives and strategies
- Research and reporting
- Policy creation and management
- Staff conflict resolution and de-escalation
- Personnel file creation and maintenance
- Ability to exercise tact and discretion in dealing with sensitive and confidential matters

Education and Experience

- Certificate or diploma in Human Resources or equivalent combination of education and experience
- CHRP designation is an asset
- 3-5 years experience in Human Resources
- Must have excellent English communication skills, both orally and in writing
- Prior HR experience within an Indigenous environment is a definite asset
- Demonstrated success in positively influencing others



336 West 4th Street
North Vancouver, BC
V7M 1J1 Canada

(604) 210-9126
info@hiyamhousing.com
www.hiyamhousing.com

- Thorough knowledge of employment and related legislation (e.g., Human Rights Code, Employment Standards Act) and sound human resources practices
- Experience with general OH&S requirements, compliance, and obligations is an asset

Salary and Benefits

As well as a competitive base salary dependent on the number of years of experience, we also offer corporate benefits.

- A generous compensation package which includes extended health and dental benefits and a superb pension plan
- Access to professional development funds and opportunities for career development
- Annual salary \$78,000 – \$85,000

Submit your cover letter and resume to info@hiyamhousing.com.

CLOSES: September 6, 2024