



Job Posting: Human Resources Project Coordinator (Part-Time, Temporary)

Umbrella Multicultural Health Cooperative is a member-driven, not-for-profit, community health Centre (CHC). Our members are people who experience language and cultural barriers to accessing health care. Our mission is to provide practical access to affordable and holistic healthcare services that are appropriate in culture and language for those without access to health security.

We work with a Cross-Cultural Health Broker (CCHB) Model. CCHBs are multicultural, multilingual healthcare workers who facilitate communication between patients, service providers and health and social service systems.

Job Summary

With the support and supervision of the Operations and Administrative Manager, the Human Resources (HR) Project Coordinator will provide specialized human resources and administrative support to the Leadership Team and the organization. The HR Project Coordinator will train and support supervisors in administering all activities related to the employee journey including recruitment, hiring, onboarding, probation, performance management, occupational health and wellness, and offboarding. The role is also responsible for upgrading the current payroll and benefits administration process, including payroll preparation, calculation, reconciliation, and completion.

The HR Project Coordinator will be a champion of change and make recommendations to support systems and procedures that support our organizational growth.

Duties and responsibilities

1. Reviews current HR processes and systems and makes recommendations for improvements and implements them.
2. Assists in the delivery of staff training of HR systems and procedures.
3. Administers the recruitment and hiring process including creating job postings, screening applications, conducting reference checks, etc. ensuring compliance with applicable laws and policies.
4. Coordinates the onboarding process including preparing new hire paperwork, orientation sessions and probationary period processes.
5. Co-creates and implements a performance management system guided by organizational values and principles.
6. Implements health and safety programs ensuring compliance with policies and due diligence.
7. Supports the implementation of organizational training and professional development opportunities.
8. Processes payroll for hourly and salaried employees, and administers all activities related to employee benefits packages, including enrollment, updates, and terminations.
9. Responds to and provides guidance on general human resources and payroll-related inquiries.
10. Performs other related duties as required.

Qualifications

- A level of education, training, and experience equivalent to a diploma in a related area such as Human Resource Management or Business Administration, or a related field.
- Three (3) years of recent, related experience preferably in a healthcare or non-profit environment, or an equivalent combination of education, training, and experience.
- Knowledge of provincial and federal human resources practices and principles
- Working-level knowledge of Canadian payroll regulations and guidelines
- Knowledge of HRIS technologies is an asset
- Ability to create and implement efficient and effective protocols and procedures
- Ability to coach and inspire team members through organizational change
- Proficiency in using MS Office (Excel, Word, Outlook), MacOS and other digital communication platforms
- Demonstrated ability to handle confidential information and delicate situations with discretion and sensitivity
- Demonstrated ability to work as a team and support other team members
- Exceptional organizational and time management skills, with the ability to handle multiple tasks simultaneously and meet deadlines
- Ability to communicate clearly and concisely, both orally and in writing, to a broad range of audiences
- Ability to take initiative, problem-solve and make decisions within the scope of the position
- Self-awareness, accountability, and ability to build trusting relationships
- Demonstrated ability to manage risk and maintain confidentiality
- Fluency in one of the languages of the communities we serve is an asset (Arabic, Dari, Farsi, Pashto, Spanish, Tigrinya)

Preferred skills

- Experience working in a culturally diverse community-based setting
- Working with diverse, immigrant, and refugee communities
- Demonstrated knowledge and skills for creating safe and inclusive spaces through anti-oppressive, anti-racist and decolonizing perspectives

As per the current Public Health Orders (Hospital and Community – Health care and other services), as of October 26, 2021, all employees working at Umbrella Multicultural Health Co-op must be fully vaccinated for COVID-19. Proof of vaccination status will be required.

JOB TYPE: Part-time contract, 21 hours per week, Monday to Friday

HOURLY WAGE AND BENEFITS: \$25.17 - \$27.29 per hour, depending on experience, plus a full range of benefits including paid vacation that starts at 4 weeks/year, paid sick leave, extended health and dental benefits, a health spending account, an employee assistance program, and a group retirement savings plan.

PERIOD OF CONTRACT: August 1, 2023, to June 30, 2024

APPLICATION INSTRUCTIONS: Please submit a one-page cover letter and your resume, all one document, with the title: “[InsertYourName].HRProjectCoordinator” to rvelasquez@umbrellacoop.ca

For more information, please visit our website www.umbrellacoop.ca

We kindly thank you in advance for your interest and application; however, only selected candidates will be contacted for an interview.