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**JOB POSTING No. 2023-HR4 – Human Resources Coordinator - Full Time Permanent**

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**Agency:** Life's Journey Inc.

**Posted:** November 14, 2023

**Position Title:** Human Resources Coordinator

**Closing Date:** November 21, 2023

**Program:** Human Resources and Scheduling

**Wage:** Annual salary \$52,062.40 to \$62,400.00 (based upon qualifications and experience)

**Hours Worked:** Monday to Friday: 8:30am to 4:30pm

**Location:** Winnipeg, MB

Please direct all applications to [careers@LifesJourneyInc.ca](mailto:careers@LifesJourneyInc.ca) . When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Please submit a current resume.

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### **Job Summary**

Reporting to the Human Resources Manager, the Human Resources Coordinator will be responsible for providing leadership in the function and providing direction and guidance to incorporate best practices within the organization as it relates to the various Human Resources disciplines.

As the Human Resources Coordinator, you will also be responsible for the facilitation and implementation of policies, systems, and processes for a range of Human Resources programs and services. The Human Resource Coordinator is also a part of a backup on-call rotation.

### **Duties and Responsibilities**

- Assist with the implementation, maintenance, and coordination of various Human Resources activities, such as but not limited to Recruitment, Employee/Labour Relations, Collective Bargaining, Compensation, Training and Development, Performance Management, Benefits Administration, Orientation, and Terminations.
- Provide interpretation and guidance related to personnel policies and Collective Bargaining Agreement
- Identify and ensure legal compliance with various governmental laws and regulations affecting the human resource function
- Implement appropriate communications within the organization to promote employee understanding of programs, policies, changes, and more.

- Investigate a variety of employee-related issues and provide guidance/solutions and/or strategies to ensure fair and effective resolutions.
- Maintain Human Recourses Documents and Database and Human Resources Information System
- Administer employee Health and Welfare plans
- Assist with the full cycle recruitment process for the agency, which includes but is not limited to: Scheduling and attending job fairs, posting job positions, reviewing, and interviewing potential candidates, developing, and maintaining relationships with Colleges, Universities, and other community job placement offices.
- Work alongside the Payroll Coordinator in reviewing and processing employee-related benefits.
- Processing employee bi-weekly payroll in an accurate and timely manner using the existing company payroll system.
- Working alongside Workplace Health and Safety Advisor and Supervisors in reviewing and processing workplace injuries, Workers' Compensation Claims, and return to work process.
- Facilitate the administration and maintenance of personnel files, systems, records, payroll, and compilation of management reports in compliance with Privacy Legislation where applicable.
- Coordinate with Managers and Supervisors in assessing the training needs of their employees.
- Facilitate implementation of agency-offered training and other training identified externally.
- Evaluate and analyze training procedures and course effectiveness.
- Attend and participate in a variety of meetings, committees, etc. as required.
- Create and review employee contracts ensuring it follows the current Collective Bargaining Agreement and agency procedures.
- Adhere to Workplace Health and Safety policies and procedures.
- Adhere to agency policies and procedures.
- Other related duties as assigned.

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**REPORTING RELATIONSHIP: Human Resource Manager**

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**Required Qualifications**

- a) Minimum of Three (3) years' experience in Human Resources Generalist role
- b) Working knowledge of Microsoft Office systems (Excel, Word, Outlook, PowerPoint)
- c) Experience working with an HRIS system such as Payworks.
- d) Knowledge of current applicable legislation, e.g., Manitoba Employment Standards, Employment Insurance, etc.
- e) Previous experience with Performance Management processes and Employee relations.

- f) Ability to retain confidentiality.
- g) Ability to maintain accuracy and thoroughness of employee information.
- h) Ability, openness, willingness to learn, receives feedback, and seek collaborative opportunities.
- i) Personal skills: interpersonal and communication skills, influencing, patience and collaboration.
- j) High work standards: work ethic, task completion, consistency, follow-up, accuracy/attention to detail, and time management.
- k) Personal management skills: accountability, self-management, stress tolerance, adaptability, creativity, initiative, working in a team or independently, and problem-solving.
- l) Interpersonal/Communication skills: oral, written, and listening skills & influencing collaboration, etc.
- m) A Criminal Record Check within the Vulnerable person Sector, along with a Child and Adult Abuse Registry check, completed within the last 3 months or ability to obtain them
- n) Possess a 5F Driver's License and have access to a reliable vehicle with approved insurance coverage.

### **Preferred Experience**

- a) Completion of a diploma/certificate in Human Resource Management
- b) CPHR Designation or working towards certification
- c) First Aid CPR Certification
- d) Knowledge of or experience of Union Agreements and the Collective Bargaining process
- e) Previous Supervisory experience would be considered an asset

**Core Competencies for All Employees:** Respect, Collaboration, Integrity, Effective Communication, Patience and Perseverance, Reasoning and Decision Making

**Life's Journey strives toward a workforce that has a fair representation of the community that we serve.**

**We thank all those that apply; however, only those selected for an interview will be contacted**