



Human Resource Coordinator Permanent - FT

What We Do

WIN House provides individuals and their children fleeing violence with crisis response and intervention, safe temporary accommodation, and support for basic needs. Clients are offered trauma-informed, client-centered programming and support, access to resources, information, and referrals to community support. WIN House is working towards operating within a low-barrier model of care and is a non-colonial structure.

What You Will Do

Under the guidance of the Human Resources Advisor, the HR Coordinator will support the HR department in all administrative and HR-related tasks. This role is pivotal in ensuring the smooth and efficient operation of the HR department, assisting with recruitment & selection, onboarding, employee records management, HR compliance, reporting, and disability management.

The Human Resources Coordinator's key duties and responsibilities will include:

- Assists in the full-cycle recruitment process and selection, including job opening, screening, interviews, reference checks and supporting managers and leaders to ensure the right people with the right skills and behaviours are placed in the right positions to successfully meet organizational objectives.
- Facilitates the onboarding process for new employees, including the orientation, paperwork, audits, and required pre-employment specifications.
- Facilitates the offboarding process for exiting employees.
- Process and assist with life-cycle changes including terminations, promotions, transfers.
- Responds to employee inquiries regarding HR policies or other HR related matters.
- Support and administers WCB, disability management, and other leaves of absences.
- Provides information and guidance to payroll administrator regarding new hire, transfers, changes in benefits, leaves and other changes that impact payroll and benefit administration.
- Applies Collective Agreement Articles and conditions of employment in relation to timekeeping for payroll purposes
- Manages employee files, HR Databases, updates employee information and generates reports as required.
- Participates and supports human resources special projects and tasks related to the HR function, including policy updates, enhancements and updates to HR systems and processes.
- Remains current and actively researches HR trends, best practices, changes in legislative and common law obligations. Engages in continuous learning.
- Acts as back up and provides support to the HR team as needed.
- Participates in special projects as needed.



Who You Are

Qualifications & Experience includes:

- Post secondary education in Human Resources Business Administration.
- A minimum of 2 years' experience as an HR Coordinator, with experience in recruitment and selection, disability management, and HR systems.
- Experience interpreting collective agreements, and employment and safety legislation.
- Knowledge of HR processes and best practices.
- High level of proficiency in a Windows environment, experience with SharePoint, Teams, and HRIS.
- Able to communicate effectively and build relationships with all stakeholders.
- High level of accuracy, attention to detail, time-management, and organizational skill
- High degree of tact and professionalism, able to work with sensitive and confidential information.

The Details

The role will be working out of our Business Office with hours of work from 8:30 A.M. to 4:30 P.M. Monday to Thursday and 8:30 A.M. to 2:30 P.M. on Fridays. WIN House offers a pet-friendly, team-oriented working environment.

The salary range for this position is \$58,000 - \$65,000 per year combined with a comprehensive extended health benefit package and pension plan.

Prerequisites

The successful candidate will be required to submit a Criminal Record Check including and must be willing to sign an Oath of Confidentiality.

How to Apply

Interested applicants should submit an application, citing the position to hr@winhouse.org before 4:00 P.M. on September 11th, 2024.

We thank all applicants for their interest, however, only those shortlisted will be contacted.

WIN House is committed to making diversity, equity, and inclusion a central part of everything we do – from how we deliver services to how we build our teams. We strive to have a workforce that is representative of those we serve, and of our communities. We encourage applications from all qualified applicants including women, disabled people, Black, Indigenous, People of Color, people from the 2SLGBTQIA+ community, and other equity-seeking groups. If you require accommodation during the application process, please reach out to hr@winhouse.org.

WIN House operates in several locations throughout Amiswacîwâskahikan on Treaty 6 territory, the territory and gathering place of diverse Indigenous peoples including the Papaschase, Cree, Nakota Sioux, Dene, Ojibway, and many others, and the homeland of the Métis Nation.