



Westcoast Community Resources Society

JOB Posting 2023

Westcoast Community Resources Society is a charitable organization which shares the community's vision that every member's well-being is ensured. We empower and support all members of our communities to move beyond systemic barriers, violence, and abuse through the provision of safe shelter, education and counselling services. Funded by several ministries, our programs are free and confidential to community members on the west coast. We are guided by intersectional feminist principles, trauma-informed and client led practices responding to people's basic needs through collaboration and partnerships to support individual and community resilience.

WCRS is currently seeking a Personnel and Program Manager to support the Management team in carrying out the society mission, vision, values, and strategic plan of the society.

Key Responsibilities:

Plans, organizes, and directs the Human Resources (HR) for the WCRS. Updates and implements HR policies, programs and procedures regarding recruitment, training and development, collective bargaining, compensation and job evaluation, discipline and/or labour relations issues. Responsible for managing assigned programs of the WCRS and may include other services mandated by contracts with government or private funding agencies. Available for weekend on-call with the Transition House Program.

Qualifications:

1. Two to five years of progressively more responsible experience as a personnel officer or human resources specialist with a demonstrated and in-depth working knowledge of human resources programs and services, applicable legislation, and policies.
2. Two to five years of program management experience preferably in a related field. Demonstrated and in-depth working knowledge of specific community-based programs and services and applicable legislation and policies.
3. Human Resources management, labour relations, recruitment and retention, operational/administrative management, planning, organizing, analytical and communications, counseling/social services knowledge and skills typically acquired through completion of a college diploma or University degree in Human Resources or a related field.
4. Local knowledge of the area, First Nations experience and cultural sensitivity training.

5. Motivational Interviewing or similar training would be an asset.

SKILLS:

1. Human resources responsibilities with both union and non-union employees, staffing, team building, and performance management.
2. Excellent oral, written, facilitation and interpersonal communication skills.
3. Demonstrated teamwork, inspirational leadership, and supervisory skills.
4. Well developed planning, organizing, evaluation and administrative skills.
5. Exemplary time management and organizational skills.
6. Ability to multi-task and prioritize work.
7. Ability to maintain a person-centered approach to planning and problem solving, while upholding program deliverables, best practice and adherence to policy and legislation.

ADDITIONAL REQUIREMENTS

- Full & valid BC. Drivers License, own vehicle in good working condition and appropriate insurance.
- Level 1 First Aid training and CPR.
- Non-Violent Crisis Intervention training & · ASSIST certification

The following requirements must be met prior to employment:

- Satisfactory Criminal Record Check

The full job description is available upon request.

*Compensation: \$39.58 per hour at 30 hours a week, 15 paid vacation days, benefits and pension available after 3 months. Annual salary of \$61,745. *Housing is not provided.*

Closing Date: until filled.

Applicants will be reviewed as they arrive. Only shortlisted candidates will be contacted for an interview.

WCRS invites applications from diverse experiences and social locations, indigenous communities, persons of color and gender diverse people. Please contact for more information.

For interested applicants, please email humanresources@wccrs.ca your resume and letter of interest, stating how your qualifications and experience are a match for the position as outlined.