

CAREER OPPORTUNITY

Position: Human Resources Manager

Department: Human Resources

Hours: Monday – Friday 8:30am – 4:30pm

Lethbridge Family Services is a private, non-profit organization operating since 1910. We are highly accredited and with more than 350 employees, the largest community social services organization in southern Alberta.

We offer a supportive, inclusive team environment with a strong commitment to work-life balance. We provide a competitive remuneration package, including a comprehensive benefit plan, generous vacation and personal time. We support your career through opportunities to learn and grow. Our family culture supports many opportunities to participate in events including social club activities, annual holiday parties and recognition events. Check out our website at www.lfsfamily.ca.

Position Overview:

Reporting to the Director, HR, Privacy, the human resources manager leads the HR team in the day-to-day operations of the department. This role involves managing multiple priorities and completing tasks with tight timelines. The capability to maintain effective working relationships with coworkers, clients and community agencies is imperative.

Key Responsibilities:

- Provides direct supervision of HR administrators
- Coaches and supports managers & supervisors on all HR matters
- Supports HR projects & implementation of new policies to contribute to the achievement of department & organizational goals
- Acts as subject matter expert – employee relations, benefits, regulatory & legislative requirements, health & safety, performance management, recruitment, duty to accommodate
- Supports orientation program for new employees
- Provides leadership on investigations, maintaining confidentiality
- Proactively identifies improvement opportunities and provides suggestions
- Serves as backup to the Director, HR

Qualifications:

- Bachelor degree with a major in human resources
- 5+ years of experience in progressively responsible human resource roles, 2+ years supervisory experience
- Experience in health care, social services or non-profit sector is an asset
- Ability to work independently, meet deadlines & prioritize work
- Demonstrated commitment to continuous learning & professional development
- Excellent verbal and written communication skills
- The successful candidate will be required to provide a Police Information Check

Start date: As soon as a suitable candidate is found.

Please submit, in confidence, a resume and cover letter to: humanresources@lfsfamily.ca

We thank all candidates for their interest, however, only those selected to continue in the process will be contacted.

Lethbridge Family Services is an equal opportunity employer.

