



CAREER OPPORTUNITY

Position: Human Resources Coordinator **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, and subsidized fitness memberships. We support your career through opportunities to learn and grow, including paid professional development opportunities and on-the-job coaching and support. Our family culture supports many opportunities to participate in events including health and wellness challenges, social club activities, annual holiday parties and recognition events. Check out our website at www.lfsfamily.ca.

Position Overview:

Reporting to the Manager, Human Resources, the Coordinator, Human Resources provides hands-on HR support to the home services department. This role advises managers and supervisors on HR best practices, including: recruitment & selection, performance management, and discipline. The HR Coordinator acts as subject matter expert on investigations, legislative requirements and employee relations.

Key Responsibilities:

- Acts as coach and mentor to home services managers and supervisors
- Supports recruitment strategies for all departments
- Provides direction and support in investigations and discipline
- Delivers orientation, facilitates training
- Manages WCB claims process & supports disability management

Qualifications:

- Bachelor degree with a major in human resources
- 3+ years of experience in human resources
- 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.

