

## **CAREER OPPORTUNITY**

### **About Lethbridge Family Services**

In operation since 1910, Lethbridge Family Services (LFS) is the tenth largest employer in Lethbridge, serving 8,100 clients annually through 380 employees. LFS stewards an annual budget of over \$21 million and has numerous contracts. LFS is a highly-accredited charitable organization that improves the wellbeing and quality of life for individuals and families in Southwestern Alberta. The organization is devoted to providing services to those in need, regardless of socioeconomic status, ethnicity, language, religion, gender identity, and family structures. We offer community-based support to facilitate human potential, choice, and independence. Through advocacy, public education, prevention, intervention, and community development, LFS responds to emerging family needs.

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, employee and family pricing program for cellular service, and a discounted fitness membership. 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 social club activities, annual holiday parties, and recognition events. Check out our website at [www.lfsfamily.ca](http://www.lfsfamily.ca).

**Position:** RECRUITMENT, DISABILITY, AND TRAINING SUPPORT (HR CO-OP)

**Department:** HOME SERVICES

**Hours:** 35 hours per week Monday to Friday—Temporary

#### **Position Overview:**

The CO-OP program will run for an eight-month period, from May 2024 to December 2024.

The recruitment, disability, and training support assists with recruitment, coordinates disability management, and organizes training records for the Home Services Department.

#### **Key Responsibilities:**

Responsibilities may include but are not limited to:

- Maintain working knowledge of recruitment best practices, worker's compensation, and disability management.
- Schedule interviews for prospective employees, participates in interviews, and conduct required background checks.
- Coordinate new hire orientation and introductions.
- Collaborate with human resources, area supervisors, training team, and program managers to meet recruitment needs.
- Maintain employee-training records in a learning management system.
- Arrange OIS clinic meetings and coordinates attendance with employees.
- Support return-to-work planning, liaising with supervisors, schedulers, health and safety, and human resources.
- Support with entering and maintaining employee data using the Procura/AlayaCare system.
- Handle sensitive data with a sound sense of privacy and confidentiality.
- Consult subject matter experts as required. Consults subject matter experts as required.



**Qualifications:**

- Currently enrolled in a post-secondary CO-OP program related to Human Resources or other relevant disciplines
- Understanding of recruitment and selection best practices
- Understanding of Workers Compensation Board (WCB) processes
- Analytical, problem-solving, and critical thinking skills
- Interpersonal teamwork skills
- Excellent English communication; written, verbal, and active listening skills
- Advanced organizational and time management skills, including the ability to work independently and efficiently, manage multiple projects, set priorities, and attention to detail
- Computer literate and extensive proficiency in Microsoft Office, in particular Outlook, Excel, Word, and PowerPoint
- Understanding of working in a learning management system and an applicant tracking system.
- The successful candidate will be required to provide a Police Information Check

**Application deadline:** April 9, 2024

**Please submit, in confidence, a resume and cover letter referencing job posting 24HS10:**

**Email:** [humanresources@lfsfamily.ca](mailto:humanresources@lfsfamily.ca)

**Web:** [lfsfamily.ca](http://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.***

