

Adult & Teen Challenge of Central Canada (ATC) Job Description: HUMAN RESOURCES (HR)

Date of Job Description: 2020-06-05

Department or Functional Area: ATCCCHO

Classification: MANAGER

Primary Purpose: To serve the Leadership Team. The Human Resource Manager is responsible for ensuring that the overall administration, coordination, and evaluation of human resource plans and policies are realized.

Primary Responsibilities:

1. Administration

- a. Developing, analyzing and updating the company's employee evaluation program
- b. Developing, revising, and recommending personnel policies and procedures in collaboration with the Executive Administrator
- c. Managing employee contracts and agreements ensuring they are up to date and realized
- d. Performing benefits administration
- e. Participating in administrative staff meetings
- f. Collaborate with Leadership Team in maintaining company directory and other organizational charts
- g. Recommending new policies, approaches, and procedures
- h. Communicating employee improvement plans

2. Hiring/Onboarding

- a. Collaborate with the Leadership Team in processing applications for new staff requests submitted by departments
- b. Follow ATCCC hiring policies
- c. Creating and revising job descriptions
- d. Overseeing recruitment efforts for all personnel, including writing and placing job ads

- e. Conducting new employee orientations and employee relations counseling

3. Staff Training

- a. Collaborate with the different departments for training and onboarding of new staff

Secondary Responsibilities:

1. Records

- a. Conducting annual salary surveys
- b. Maintaining department records and reports, fleet vehicle/company vehicle usage records
- c. Staff correction, grievance reporting and filing
- d. Process, manage and store personnel files
- e. Record staff vacation, paid time off, lieu time, flex-time and sick days.

Schedule: Must create and manage your own schedule. Must be flexible with scheduling. May be required to work evenings and weekends upon request.

Budgetary: To participate, promote and support fundraising for the ministry of ATC.

Collaboration: Primarily reporting to the CEO. Collaborating and maintaining excellent communications with different department leadership teams within ATCCC.

Decision Making:

1. Must communicate major decisions & proposed changes to the CEO.

Leadership: Self. Must manage their own time effectively.

Qualifications:

1. The ideal candidate must abide under confidentiality and integrity, respecting all personal and professional matters they may be exposed to. Following the directions in Matthew 18:15-18 should concern arise.
2. Have working knowledge with Mac computers and Apple software is considered an asset.
 - a. iWorks, Numbers, Pages, Keynote.
 - b. Mac mail, or approved third party mail client.
3. Must have strong organizational and administrative skills.
4. Must have strong communication skills.
5. Must have valid class 5 drivers licence.
6. Must be self motivated and able to self-manage time well.

Work Environment: Primary office in Winnipeg and must be able to travel to all ATCCC locations as needed or requested - ei., Thunder Bay, Brandon, Winkler.