



JOB POSTING

Human Resources Manager Eskasoni Health Centre

Eskasoni Health Centre is seeking to appoint an experienced Human Resources Manager. This is a key leadership role responsible for providing strategic direction and advice on the portfolios of human resources and health and safety.

REPORTING RELATIONSHIP:

This position reports to the Health Director of Eskasoni Health Center

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Responsibility include but not limited to:

- Create and improve programs and services offered by Human Resources to enable the success of each department and team under the umbrella of the Eskasoni Community Health Center.
- Develop and implement Human Resource policies, procedures, and practices and to provide advice and guidance to management and staff on various human resource issues.
- The day-to-day support of HR initiatives in the following areas: employee relations, performance management, retention, recruitment and staffing, compensation and benefits, training and development, project management and analytics / process improvement.
- Management of the Health Centre's HRIS system (BambooHR)
- Respond to and address community concerns related to services provided by the Health Centre

NOTE: The above are basic and prime responsibilities; related and allied duties may be assigned from time to time as may become necessary to the operation of Eskasoni Health Centre Programs and Services.

JOB QUALIFICATIONS:

- Degree in Human Resources from an accredited university.
- Preferably a CHRE, CHRP and/or CHRL designation
- 3-5 years of leadership within Human Resources.

- Take charge attitude with ability to problem solve.
- Ability to work effectively in fast paced growing community health care facility.
- Ability to wear many hats and function effectively on an executive team.
- Demonstrated communication, negotiation and influencing skills.
- The ability to balance between operational excellence and employee development.
- Working knowledge of HRIS
- Excellent interpersonal skills, organization ability, and written and verbal communication skills.
- Valid Driver's License and access to a reliable vehicle
- Excellent written and oral communication skills
- Completed Criminal and Vulnerable Sector Records Check.
- Ability to speak Mi'kmaq considered an asset

HOURS OF WORK:

Permanent, Full-time
75 hours bi-weekly

SALARY RANGE:

Based on Qualifications and Experience

CLOSING DATE FOR APPLICATIONS:

Friday, May 20, 2022
@ 4:00 pm

Submit Resume, Cover Letter and 3 References to:

Email: jobs@eskasonihealth.ca

Or mail to: c/o Karlee Francis, Health Director
Eskasoni Health Centre
4555 Shore Road
Eskasoni, NS
Fax# 902-379-2421

While we sincerely appreciate all applications, only those candidates selected for interviews will be contacted.