



**HUMAN RESOURCES ADVISOR – JOB POSTING #2021-749
PERMANENT POSITION (20 HOURS PER WEEK)**

Klinik Community Health is a pro-choice community health center that provides a full range of health-related services from medical care to counselling and crisis services to wellness and education services. Driven by our vision of healthy and engaged communities we promote health and quality of life for people of every age, background, ethnicity, gender identity and socio-economic circumstances. Rooted in social justice values, we believe that everyone deserves quality care, support and respect. We are located in the West Broadway neighborhood of downtown Winnipeg and are a member of the Manitoba Association and Canadian Association of Community Health Centres. We have an exciting new opportunity for you to join our dynamic team as Human Resources Advisor.

POSITION SUMMARY:

Reporting to the Director of Human Resources and Administration and working closely with other members of Administration and Management Team, the Human Resources Advisor, will lead the administration and delivery of value-added human resources and organizational effectiveness functions and services and support positive employee relations in a collaborative work environment.

The Human Resources Advisor will provide expertise and support in the areas of staff selection and onboarding; compensation; benefits; training and development, employee relations and engagement; Human Resources metrics and labour relations. They will be responsible for the management of a document management system, participate in organizational quality improvement initiatives, and will be a member of the Occupational Health and Safety Committee.

The Human Resources Advisor will work collaboratively with peers, have excellent communications skills, and will participate in team decision making processes.

START DATE: Date of Hire

HOURS OF WORK: Monday to Friday, may require some evenings and weekends

STARTING SALARY RANGE: \$22.94 / hour - \$ 29.251 / hour (\$47,717 to \$60,842 annually)

PLEASE EMAIL RESUME BY: December 10, 2021 to Sharlaine Glowatsky at sglowatsky@klinik.mb.ca and please reference Job Posting #2021- 749 in your email subject line

QUALIFICATIONS:

- Bachelor's degree in a related field (human resources, business)
- Three (3) years related experience working in a multi-union environment and/or experience in Labour Relations/Human Resources.
- Certified Human Resources Professional (CHRP) designation is an asset.
- Two (2) years of full range benefits management experience preferred including facilitation of return to work programs
- Proficiency in the use of Word, Excel, PPT, and payroll systems required

If you are interested in learning more about this opportunity please review the full [position profile here](#) prior to submitting your application.

Klinik strives to foster a workplace that reflects the diversity of the community it serves and welcomes applications from all qualified candidates.

Thank you for your interest. Only candidates selected for an interview will be contacted.