

Job Posting #2026-043
Internal/External Posting
Posting Date: July 16, 2026
Closing Date: Open until filled
Union: Exempt

Human Resources Consultant

Full Time Permanent Position

1.0 E.F.T. – 40 Hours Per Week

Start Date- Date of Hire

Hours of Work: Days (Occasional Evenings and Weekends may be required)

Klinik Community Health is a pro-choice community health centre that provides primary care, education and counselling services to our local community and throughout Manitoba. Driven by our vision of creating 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.

POSITION SUMMARY

Reporting to the Director of Human Resources and working closely with the Human Resources Advisor and Klinik's leadership team, the Consultant provides management support in employee and labour relations, recruitment, and policy development, while fostering positive employee relations in a collaborative work environment.

KEY RESPONSIBILITIES

- Provides consulting support to Klinik leadership and staff on human resources processes and initiatives.
- Working closely with the Leadership Team, the Consultant provides expertise and support across key Human Resources service areas, including recruitment and onboarding, absence management, training and development, employee and labour relations, employee engagement, and HR metrics, data analysis, and reporting.
- Liaises with, all levels of staff, union representatives, other CHA's, WRHA Human Resources and PHLRS on matters as required.
- Assists with the process of employee investigations related to respectful workplace, privacy and other potential breaches of policy.
- Investigates and handles grievances at steps one and two.
- Provides training to staff and managers on topics including but not limited to respectful workplace practices, accommodation, and employee engagement.
- Assists with the preparation work for Essential Services Agreements and collective bargaining as required.
- Participates on central bargaining teams as required.
- Leads or participates in cross-department initiatives and supports the leadership team in implementing new organizational initiatives.

- Participates in organizational quality improvement initiatives including organizational evaluation and research, risk analysis, accreditation, complaint and occurrence management.
- Participates in the development of Human Resources strategies, goals, policies, procedures and objectives

EDUCATION AND EXPERIENCE

- Undergraduate degree in human resources, or in a relevant discipline combined with a post-graduate certificate in human resources management from a recognized post-secondary institution
- An equivalent combination of education and experience may be considered
- 3 years' related experience working with the healthcare systems collective agreements required.
- Five (5) years' of experience providing generalist human resources management support to management in a unionized environment.
- Certified Human Resources Professional (CHRP) designation is an asset.
- Proficiency in the use of Word, Excel, PPT, and payroll systems required

SKILLS AND ATTRIBUTES

- Demonstrated ability to work in an interdisciplinary setting to facilitate and maintain a collaborative team environment.
- Understanding of relevant labour and employment legislation required
- Excellent communication skills, both verbal and written. Demonstrated experience and ability writing reports.
- Proven interpersonal skills, with demonstrated ability to establish and maintain effective working relationships and interact successfully at all levels, internally as well as with government, union, and external agencies.
- Maintains confidentiality at all times.
- Strong collaborative, consultative and conflict management skills.
- Demonstrated ability to deal tactfully with sensitive issues in a confidential matter.
- Possess project management and change management skills, with demonstrated experience working in cross-functional team and implementation of new initiatives.
- Experience in stakeholder consultation, process and continuous improvement an asset
- Fosters an environment and culture of collaboration, communication, continuous improvement and accountability
- Possess strong analytical and problem-solving skills, complemented by strong organizational and multi-tasking skills.
- Possess initiative and highly developed administrative skills, including data collection, coupled with a keen eye for detail.
- Ability to learn and use new information technology systems, with demonstrated skills and experience in related software, including proficiency in Word, Excel, PPT and payroll and benefit systems
- Must be able to obtain and maintain clear Criminal Record Check and Child and Adult Abuse Registry checks.



SALARY RANGE \$72,715.00 to \$96,397.00 Annually

APPLICATION PROCESS

- Application Deadline: Open Until Filled
- Email cover letter and resume to: jobs@klinik.mb.ca
- Please use "Job Posting #2026-043" in all correspondence

Klinik is committed to working towards having a more equitable and diverse work force at all levels of our organization. We welcome and encourage persons who reflect the diversity of the communities we serve to apply, those who identify as Indigenous, Black, Persons of Colour, 2SLBGTQQIA+, and/or those living with disabilities. Applicants are invited to self-declare in their cover letter.

Accommodations are available upon request during the assessment and selection process. Applicants are asked to please self-declare in their cover letter.

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