



HR SPECIALIST RECRUITMENT, ONBOARDING AND RETENTION

Position Summary

JFS seeks an HR Specialist to recruit and onboard top talent for the organization. The HR Specialist will join a dynamic team and will be responsible for supporting employees through their lifecycle with JFS and to helping to support a positive organizational culture.

About Us

JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for over 80 years. Our mission is to provide essential supports fostering the social, physical and emotional wellness of individuals and families most in need. Join us to make a meaningful impact by proactively addressing challenges, embracing change, and uplifting lives. JFS is an equal opportunity employer. All applicants will be considered for employment regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.

Benefits & Compensation

JFS offers a competitive benefits package including generous paid time off, paid sick days, paid health and dental benefits, and RRSP matching. This is a full-time position, 35 hours per week. Salary is commensurate with experience.

Vaccination Policy

JFS requires that all employees and volunteers are fully vaccinated against COVID-19. Anyone hired after January 1, 2022 will be required to show evidence that they have received at least one dose of the vaccine prior to employment, and we will require that they be fully vaccinated within 30 days of their start date.

Duties and Responsibilities

Reporting to the Director of Operations, the HR Specialist will be responsible for:

Recruitment & Hiring

- Collaborating with directors to understand the requirements, duties, and qualifications desired for the specified vacant position(s)
- Managing the recruitment process to ensure it runs smoothly
- In collaboration with Marketing and Communications team, implementing and driving employer branding initiatives for community outreach
- Identifying and implementing efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization
- Writing and advertising job openings, screening applications, selecting qualified and interested candidates for interviews, connecting viable candidates with hiring managers
- Scheduling interviews; overseeing preparation for interviews questions and other materials



- Checking candidates' references and credentials, verifying experience and backgrounds
- Building a network of potential employees

Onboarding/Retention

- Initiating and supporting the creation of onboarding plans for successful candidates
- Conducting orientation sessions
- Facilitating completion of onboarding paperwork
- Assisting with administering group benefits plan
- Checking in with new hires post onboarding to ensure successful integration
- Working with Director of Operations to develop and implement strategies for staff retention

Administrative

- Ensuring all employee records are maintained and updated with new hire information or changes in employment status
- Responding to employees' queries and resolve issues in a timely and professional manner
- Maintaining WorkSafeBC records and ensures compliance
- Managing employee lifecycle changes. This includes all employee life-cycle events such as onboarding, promotions, organizational restructures, and departures.
- Ensuring compliance with federal and provincial employment laws and regulations, and organizational policies
- Performing other duties as assigned

Requirements and Qualifications

- A completed post-secondary diploma, degree or certificate in Human Resources
- Minimum of 3 years in an HR administrative role within a medium to large organization; non-profit experience an asset
- Working knowledge of the various human resources functions
- Proven ability to manage conflicting priorities in a fast-paced environment
- Ability to take ownership of projects, not afraid to offer insights and opinions
- Excellent judgment with demonstrated analytical skills and the ability to think critically
- Proven attention to detail with strong organizational and multitasking ability
- Demonstrated ability to maintain confidentiality
- Familiarity with ADP Workforce Now an asset; proficiency with MS Office Suite
- Ability to create and implement sourcing strategies for recruitment for a variety of roles
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment; including BC Employment Standards

Start Date

June 2022



To Apply

If you are qualified and interested in this opportunity, please forward a cover letter and resume quoting "HR Specialist" to Rachel Shanken, Director of Operations at jobs@jfsvancouver.ca by May 23, 2022. Applications will be considered on a rolling basis. Please note that only qualified candidates considered for an interview will be contacted.