



JOB POSTING: MANAGER, HUMAN RESOURCES

(PART-TIME: 3 DAYS/21 HRS PER WK)

PURPOSE OF THE POSITION:

The Manager, Human Resources reports to and collaborates closely with the Executive Director to understand Sonshine Community Services' (SCS) human resource needs. The incumbent is responsible for the development and delivery of a human resources program with emphasis on leadership development and coaching, employee relations and performance management. As a member of the Sonshine leadership team the successful candidate will support SCS to fulfill its mission. In addition, he/she is the subject matter expert on all HR matters including the review and creation of policy, associated procedures and its implementation.

DUTIES AND RESPONSIBILITIES:

- Plan and implement the human resource program to align with Sonshine's strategic plan.
- Build supportive relationships with the leadership team through regular coaching and the exploration of alternatives to problem resolution.
- Be available and accessible to all Sonshine employees.
- Liaise with third-parties specifically responsible for the review and delivery of benefit programs such as long-term disability benefits, the Workers Compensation Board and provincial government agencies and departments.
- Respond in a timely and sensitive manner to all requests for human resource information and prepare correspondence for the signature of the Executive Director and other members of the Sonshine leadership team.
- Develop, renew and create HR policies to ensure those of Sonshine remain consistent with those available to similar industries as well as with relevant legislation.
- Assist with the recruitment and retention of qualified personnel.
- Design, develop and deliver customized learning programs for both leaders and all staff members.
- Identify in-house learning opportunities that are more cost-effective than workshops and/or seminars delivered by external resources.
- Provide advice on changes to the organizational structure to resolve resource shortages from one program area to another.
- Develop and implement a timely on-boarding program where roles and responsibilities are well-defined, and messaging is consistent.
- Assist leaders in developing accountabilities and measurement criteria that support the successful delivery of the strategic plan.
- Provide subject matter expertise to the newly formed Occupational Health and Safety (OHS) Committee.

QUALIFICATIONS AND SKILLS:

- 5-10+ years of experience as an HR Generalist
- University degree in a related discipline, such as human resource management, business administration or public administration.
- Demonstrated leadership abilities
- Conflict resolution skills
- Experience in team and leadership development
- Ability to manage multiple assignments with competing deadlines



- Demonstrated ability to communicate respectfully and professionally with people at all levels, including: employees, clients, corporate partners, volunteers, government officials.
- Mature with the ability to exercise tact and discretion, particularly in confidential matters.
- Ability to work flexible hours when required
- Previous non-profit organization experience considered an asset.
- CHRP designation is considered an asset
- Eligible to pass police security clearance and child intervention check

BACKGROUND:

Since 1978 Sonshine Community Services has been providing care and support to families and individuals in need. Motivated by our Christian faith, our mission is to help women and children transform their lives. We envision a community where women and children live safely in healthy families.

GENERAL DESCRIPTION OF AGENCY:

Sonshine Community Services operates a one-year residential facility with counselling and supportive services for women and children fleeing domestic violence. The centre provides a safe place for women and children to live during a time of transition. In 2015, *Sonshine Community Services* added a major initiative to this umbrella by opening the first specialized *Children's Centre* in Canada to help break the cycle of domestic violence and other forms of emotional trauma using children-specific therapeutic programs. To complement the assistance offered, our *Sonshine Family Day Homes* provide quality child care in a home setting and was the first accredited family day homes agency in the Calgary region. Each of our day homes meets accreditation standards in health, safety, nutrition, learning and care programs. Finally, *Sonshine Counseling Services* provides individuals and couples in Calgary, access to professional counselors who have experience with a wide-range of emotional and relational issues. We also offer seminars and workshops for businesses, churches and organizations.

WHY WORK FOR SONSHINE:

Sonshine has experienced significant program growth in the last five years. Even during this period of rapid growth, Sonshine has maintained a strong and consistent focus on the women and children in its care. Staff and volunteers are very committed and passionate about Sonshine's work and the successful outcomes of Sonshine's programs, which clients have experienced.

We invite candidates for this position to submit a resume and covering letter explaining your interest to Joy Johnson-Green, *Executive Director*. Please no telephone inquiries.

Please submit resume and cover letter no later than NOVEMBER 23, 2018 to:

Sherilyn Downie, *Assistant to the Executive Director*
Sonshine Community Services
Box 34067, RPO Westbrook/Calgary, AB T3C 3W2
Email : sdownie@sonshine.ca Fax: (403) 287-2194

Sonshine Community Services is an equal opportunity employer.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.