



FRAFCA

Fraser Region Aboriginal Friendship Centre Association

“Looking for a **Passionate Individual** with a rich experience within the **Human Resources** sphere alongside **Strong Organizational & Administrative Skills**”



About Us:

The Fraser Region Aboriginal Friendship Centre Association is a non-profit organization that provides a diverse range of culturally safe and supportive services to Aboriginal people in Surrey and the Fraser Salish region. The Friendship Centre works from a decolonizing perspective, and as such, works to strengthen family bonds between generations and within the family.

Position Summary:

The Human Resource Manager will be responsible for the administrative and strategic hiring duties. They will recruit, onboard, and guide new employees through the benefits and compensation process while complying with provincial regulations for Human Resources. The ideal candidate will be organized, experienced, and a dedicated strategist and planner.

Why FRAFCA:

- Opportunity to work alongside cultural knowledge keepers & Elders
- Holistic, culturally safe, approaches to serving our clients and community
- Freedom to share and observe own cultural practices (i.e. smudging in the office)
- Access WorkBC Employers Training grants and other bursaries to fund training & other professional development
- Extended Health Benefits Package (Medical, Dental, Travel) and Employee Assistance Plan after 3-months on continuous employment
- 10 annual paid sick/personal leave days
- Paid vacation days (up to 25 days based on years of service)
- Offices located along main transportation routes; main office by the Skytrain station
- Parking available on-site



Your Duties:

HR Department Development:

- Maintain all personnel policies and procedures and provide guidance and interpretation to staff.
- Maintain in-depth knowledge of legal requirements related to HR, reducing legal risks and ensuring regulatory compliance.
- Maintain knowledge of industry trends and make recommendations to Management Team and Board of Directors for improvement of organization's policies, procedures and best practices
- Leads the development of department goals, objectives, and systems. Provides leadership for Human Resources strategic planning.
- Establishes HR departmental measurements that support the accomplishment of the company's strategic goals.
- Manages the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.

HR Information Systems:

- Develop and maintain human resources systems that meet FRAFCA personnel information needs.
- Utilizes the HRIS system to eliminate administrative tasks, empower employees, and meet the other needs of the organization.

Training and Development:

- Establishes an in-house employee training system that addresses FRAFCA training needs including training needs assessment, new employee onboarding or orientation, management development, and measurement of training impact.
- Assists managers with the selection and contracting of external training programs and consultants.
- Advise and assist managers on interpretation and administration of personnel policies and programs.
- Leads the implementation of the performance management system that includes performance development plans (PDPs) and employee development programs.

Employment and Employee Relations:

- Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit

and hire including, but not limited to, job posting, onboarding, interviewing, and reference checks.

- Leads and participates in employee selection committees or meetings.
- Formulates and recommends policies and objectives for the company on any topic associated with employee relations and employee rights.
- Reviews employee appeals through the company complaint procedure.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Conducts periodic surveys to measure employee satisfaction and employee engagement.
- Respond to employee questions and complaints regarding HR matters.
- Oversee and conduct any necessary investigations, providing support and advising management on employee and labour relations issues.
- Reviews, guides, and approves management recommendations for employment terminations.
- Liaise with management and HR consultants for special case inquiries as required.
- Lead as the organization privacy officer and maintain personnel files.
- Oversees the development of the disability case management process and procedures.

Compensation:

- Establishes the company wage and salary structure, pay policies, and raises.
- Leads competitive market research to establish pay practices and pay bands that help to recruit and retain staff.

Law:

- Lead Occupational Health & Safety committee including, but not limited to, arranging meetings, ensuring compliance, and management of safety issues.
- Directs the preparation of information requested or required for compliance with laws. Approves all information submitted. Serves as the primary contact with the company employment law attorney and outside government agencies.
- Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations.



FRAFCA

Fraser Region Aboriginal Friendship Centre Association

Qualifications:

Education and Experience:

- A bachelor's degree in Business Administration, Human Resources or related field
- A master's degree in business administration (concentration in Human Resources), may be considered an asset
- CPHR certification would be considered an asset
- Five (5) years experience in progressively responsible Human Resources Generalist role
- Three (3) years experience in Labour Relations and Employee Relations
- Three (3) years of experience in a supervisory role

Special Requirements:

- Advanced proficiency in Microsoft Office Suite and HRIS database
- Criminal records check
- Knowledge about working with a non-profit and an Aboriginal organization

Key Skills, Knowledge and Abilities:

- Management:

- Co-ordinating and Organizing
- Personnel Resources
- Performance Management and Evaluating
- Recruiting and Hiring
- Strategic Planning

- Analysis:

- Analyzing Information
- Critical Thinking & Planning
- Projecting outcomes

- Communication:

- Advising and Consulting
- Liaising and Networking
- Negotiating and Adjudicating
- Professional Communicating

- Business, Finance and Management:

- Business Administration
- Business Management
- Personnel and Human Resources

- Law and Public Safety:

- Law, Government and Jurisprudence

How to Apply:

Please send your **Cover Letter** and **Resume** by, mail, or email marked attention, at:

Email: fracahiring@gmail.com

SNAIL Mail: A101-10095 Whalley Boulevard, Surrey, BC V3T 4G1

Identify the position code (**HR Manager**) in the subject of your email, and cover letter.

We thank all that apply, but only those selected for interview will be contacted.

Applications will be accepted on a rolling basis. Open until suitable candidate is found. contacted.

******Pursuant to S. 41 of the BC Human Rights code, preference may be given to Aboriginal Applicants.**