



Canadian Mental
Health Association
Prince Edward Island
Mental health for all

Human Resources Coordinator

The Canadian Mental Health Association (CMHA) is the nation-wide leader and champion for mental health. CMHA facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience, and support recovery from mental illness.

The role of the Human Resources Coordinator is to support the development and implementation of procedures and practice related to the wellness and safety of our CMHA staff and the organization at large. The Human Resources Coordinator will work closely with managers and supervisors within CMHA to support the hiring and orientation process of new employees and the development and implementation of procedures and practices that promote sustainable and psychologically safe workplaces. While the Human Resources Coordinator will work out of the Division Office, they will service the entire organization. This involves travel throughout the province, as well as working some evenings and occasional weekends.

This position works closely with the CMHA managers and supervisors and brings technical skills to the CMHA Senior Management Team. This position reports to the Director of Finance, Administration and Corporate Support and has no direct reports.

KEY JOB FUNCTIONS

- Support CMHA managers in recruitment and selection for new and vacant positions
- Responsible for the onboarding process for new staff
- Implement procedures and practices to improve retention
- Evaluate and implement strategies to improve the wellbeing and safety of staff
- Manage staff training requirements, both internal and external

REQUIREMENTS

Qualifications

- Relevant post-secondary education in human resources, business administration, or labour relations
- Minimum 3 to 5 year's experience in the field
- Chartered Professional in Human Resources (CPHR) Designation is an asset
- Criminal Record check
- Personal experience with mental illness/mental health challenges or a deep understanding of mental health would be an asset

Skills and Abilities

- Relevant skills and experience in 3 or more of the following functional areas: recruitment, onboarding, employment law, occupational health and safety, payroll and benefits
- Thorough understanding of best practices related to staff retention and wellbeing
- Proven conflict resolution and facilitation skills



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- Excellent verbal and written communication skills
- Engaging presentation and virtual platform skills (i.e. Zoom, social media platforms, MS Teams, etc.)
- Strong interpersonal and problem-solving skills
- Strong knowledge of, and competency in, Excel spreadsheets with attention to detail
- Excellent organizational and time management skills

Expectations

- Flexibility to travel within the province on a regular basis
- Valid driver's license and reliable vehicle required
- Self-motivated and self-directed
- Comfortable collaborating and working with a multi-disciplinary team
- Flexible and willing to adapt to new roles and tasks as required
- Creative, innovative, and community-minded perspective

Closing Date for Application: Wednesday, May 5th, 2021 at 5pm AST

Interested candidates should apply by either mail or email to:

Shelley Muzika
Acting Executive Director
CMHA PEI Division
178 Fitzroy Street, P.O. Box 785, Charlottetown, PE, C1A 7L9

Email: accounting@cmha.pe.ca

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

CMHA is an equal opportunity employer. We celebrate diversity and are committed to creating and inclusive environment for all employees.