



**Canadian Mental
Health Association**
Prince Edward Island

**Employment Opportunity
CMHA-Division Office
HR 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 PEI Division of the Canadian Mental Health Association requires the services of a qualified individual to work as Human Resource Coordinator at Division Office, PEI.

Under the direct supervision of the Executive Director, the role of the Human Resources Coordinator is to support the development and implementation of process, procedures, and practices related to the wellness and safety of our CMHA & Murchison Foundation staff and organization at large. The Human Resources Coordinator will work closely with managers and supervisors within CMHA and Murchison Foundation 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 service the entire organization. This involves travel as well as working some evenings and occasional weekends.

This is a **one (1) Full-Time Employment (FTE) 12-month contract position (+/- 2 months depending on the need of the organization)**. This position will be located at our Charlottetown office.

No. of Vacancy: 1 Full -Time Employment (FTE) contract position

Salary of the position is 55,661.40\$ - 62,424\$ per year or 28.54\$ - 32.01\$ / hour (37.5 hours per week)

Job Summary:

- Responsible for the full cycle of recruitment and selection for new and vacant positions
- Manages the onboarding process and end of employment documentation.
- Coordinate training requirements across the organization (in-person & on-line)
- Maintains the employee's records and updates Human Resource Information System (HRIS). Inputs, maintains, audits, extracts, manipulates, and analyzes confidential HR data from HRDownloads
- Manages and monitors Performance Management
- Ensures compliance with legislations, employment laws and labor relations matter.
- Oversees issues related to employment, compensation, contract, and other employee relations
- Work with the Accounting staff to support employees as they become eligible for benefits, including relevant paperwork, education related to our employee plan, and navigation support
- Evaluate and implement strategies to improve the wellbeing and safety of staff (e.g. accommodations initiatives, return to work plan etc.)
- Sit on the Occupational Health and Safety Committee to provide technical support as it relates to workplace health and safety
- Work with the Administration team and the broader CMHA PEI organization on the development and implementation of new initiatives
- Assist in the daily operation of the regional office with administrative tasks
- Other duties as required

Requirements:**Education:**

- Relevant University or Bachelor's Degree in Organizational Management or Diploma in Human Resources
- Chartered Professional in Human Resources (CPHR) Designation is an asset

Experience:

- A minimum of 5 years' experience working in Human Resources
- Relevant skills and experience in 3 or more of the following functional areas: recruitment, onboarding, employment law, program development, payroll and/or benefits
- Experience working with the vulnerable population preferred
- Knowledge and experience in Change Management and Performance Management
- Knowledge and experience in Occupational Health & Safety

***Demonstrated Experience Equivalencies or an equivalent combination of education and work experience will be considered**

Key Skills and Abilities:

Teamwork/ Collaboration

- Demonstrates the ability to listen and incorporate others point of view as appropriate
- Facilitates cooperation and looks for common ground
- Works with others to accomplish tasks

Interpersonal Communication

- Expresses ideas clearly
- Responses thoughtfully to advice and directions
- Fosters solutions when dealing with conflict and differences of opinions

Initiative

- Carries responsibility for their programs/ initiatives
- Formulates and communicates work related goals
- Provides suggestions for improving and expanding the impact of programs/initiatives

Time Management

- Prioritizes tasks related to their programs/initiatives
- Manages demands on their time appropriately
- Adheres to timelines

Adaptability

- Receptive to new ideas
- Adapts to changes in the work environment and schedule
- Maintains appropriate communication with the Director of Programs

Organizational Commitment

- Cooperative and cordial
- Complies with organizational policies
- Externally represents the organization with tact and diplomacy

Physical Requirements:

- Must be able to work within close proximity to co-workers, clients/ members
- Must be able to stand, walk, and sit for extended period of time

- Must be able to climb ladders/stairs
- Must be able to reach with hands and arms
- Must be able to work indoor and outdoor for activities/programming/events

Other Requirements

- Vehicle and valid driver's license required
- A satisfactory and current criminal records and vulnerable sector check
- CPR/First Aid

An asset to this position is a solid knowledge, sensitivity, and/or lived experience relating to the issues of mental health and addictions.

Other Assets:

Conflict Management Certification, Applied Suicide Intervention Skills Training (ASIST), Motivational interviewing, Non-Violent Crisis Intervention, HR Business Partner Certification, Management Training, OHS Training/Certification

Hours of work: 37.5 hours per week. Some evening and weekend work maybe required

Location: Charlottetown, PEI

Closing Date for Application: This job ad will remain open until the position is filled

Start Date: As soon as possible

Interested candidates should apply with their resume and cover letter by either mail or email to:

HR Coordinator

CMHA PEI Division

178 Fitzroy Street, P.O. Box 785,

Charlottetown, PE, C1A 7L9

Email: hr@cmha.pe.ca

(please indicate on subject line: 089 –HO HR Coordinator)

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

This opportunity is only available for candidates legally entitled to work in Canada.

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