



## **POSITION TITLE: Director of Human Resources**

### **TERM: Full-time Permanent**

### **SUPERVISOR: Executive Director**

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Simpcw, Skeetchestn, Tk'emlúps te Secwépemc, and Whispering Pines/Clinton and who reside in Kamloops.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



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## **Job Summary**

Reporting to the Executive Director, the Director of Human Resources will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) Department, ensuring legal compliance and implementation of the organization's mission and recruitment and retention strategy. The Director of HR is able to communicate clearly, provide support across the organization by providing excellent customer service and answering a variety of employee inquiries related to Human Resources. The Director leads the HR team in all the functional areas: recruitment and retention, orientation, training and development, safety, performance management, succession management, employee relations, employee communication, and compensation.

## **Qualifications**

### **Education and Experience**

- Degree in Human Resources Management or related field
- CPHR designation is considered an asset
- 5 plus years of human resources work experience with proven generalist proficiency in Human Resources Management
- Experience building capacity of leadership team and undertaking employee relations activities
- Experience investigation, training and eliminating bullying and harassment
- Experience providing effective HR service delivery to several departments with competing needs and providing sound advice on sensitive matters.

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### **Main Office:**

153 Kootenay Way, Kamloops, BC V2H 0E6  
Ph: 250-314-9669 Fax: 250-314-9609



## **Skills and Abilities**

- Ability to work independently and build effective interpersonal relationships.
- Demonstrated ability to analyze problems, identify key information/ participants, interpret data, determine implications, provide recommendations, and effectively resolve issues.
- Strong team orientation, maturity, professionalism, and customer service attitude.
- Strong verbal and written communication skills
- Ability to multi-task, prioritize work assignments to balance multiple demands or consult with Supervisor for guidance.
- Strong ability to maintain confidentiality; mediation and conflict management/resolution experience is required.
- Strong collaboration skills and the ability to effectively build positive relationships with agency employees and those that they provide services to.
- Proficiency in the use of MS Office programs and HRIS experience required.
- Ability to plan and develop training programs and personal development plans
- Ability to be strategic and develop an HR Strategic Plan
- Demonstrated ability to share and receive knowledge with others
- Strong generalist knowledge, knowledge of federal and provincial legislation and understanding the impact of HR practices in the workplace.

## **Working Conditions**

- Occasional travel required.
- Office environment.
- Potential for violence in the workplace.
- Hours are nonstandard and connected to services and community needs.
- Most services are provided immediately requiring the employee to be aware of sensitivity, confidentiality and urgency of requests while balancing other work commitments.
- Receives moderate supervision with less frequent direction and review of the work performed.

## **Conditions of Employment**

- Must be able to obtain and maintain a Criminal Records Check.
- Must be able to obtain and maintain a valid BC Driver's Licence.
- Must have access to a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements.

## **Directly Supervises**

- Human Resource Coordinators
- Human Resource Assistant
- Communications Manager

## **Pay Grade**

- Salary range: \$ 85,904.73 – 121,681.92. Salary is negotiable based on experience.

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## SUBMIT COVER LETTER and RESUME

[shania.frank@secwepemcfamilies.org](mailto:shania.frank@secwepemcfamilies.org)

Posted until Filled

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.

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