

L'Arche Winnipeg Inc.

Human Resources Support Person Role Description

Last updated on 11/21/2022

Overview: The Human Resources Support Person provides administrative support to the Assistants Coordinator. This individual is responsible for processing applications for Casual Relief Workers and Support Workers; as well as coordinating their orientation, ongoing training, and evaluations.

Accountable to: the Assistants Coordinator

Terms: The Human Resources Support Person role will be a full-time position (40 hours per week) for a one year (renewable) term with an evaluation by the Assistants Coordinator at six months and annually thereafter.

Authority: The Human Resources Support Person has the authority to carry out the following tasks in accordance with Community Policy and Procedures.

Responsibilities:

A. APPLICATIONS

1. To process applications from prospective Casual Relief Workers and Support Workers
2. To provide these applicants with all the necessary information about being a Casual Relief Worker or Support Worker in L'Arche Winnipeg.
3. To ensure that all applicants have a current Criminal Record Check, First Aid Certification, and Adult Abuse Check.
4. To approve and hire applicants who meet the criteria as set forth by L'Arche Winnipeg.
5. To provide all approved applicants with a contract and to ensure that this is signed before beginning to work for L'Arche Winnipeg.

B. ORIENTATION AND TRAINING

1. To provide all new Casual Relief Workers and Support Workers with a general orientation session which will include an introduction to the philosophy and practices of L'Arche Winnipeg, information about the standards outlined in the Residential Care Licensing Manual and training in medication administration and provide ongoing formation sessions and/or in-service sessions as needed.
2. To provide all new Casual Relief Workers with contact information for all House Leaders, so that specific house orientations may be arranged.
3. To ensure that all Casual Relief Workers and Support Workers have the necessary and current qualifications required by the licensing regulations of the Department of Family Services and Housing.

C. EVALUATIONS

1. To coordinate the probationary and annual evaluations for all Casual Relief Workers and Support Workers.

2. Create role guides for Support Workers (Day-time and Awake Overnight Support Workers) and update respite sheets with Assistants Coordinators help.
3. To make recommendations for all Casual Relief Workers and Support Workers based on their evaluation results, and to share these recommendations with the Assistants Coordinator.
4. To meet with Casual Relief Workers and Support Workers as necessary when performance or disciplinary issues arise and to keep the Assistants Coordinator informed. The Assistants Coordinator is available for support as needed.
5. To document and file all the evaluation reviews and any other performance or disciplinary issues or actions that are addressed.

D. SPECIFIC RESPONSIBILITIES

1. To keep personnel files for Casual Relief Workers and Support Workers updated, both hard copies and computer files.
2. To keep personnel files for Casual Relief Workers and Support Workers in accordance with PIPEDA standards.
3. To keep a current data base with all the relevant financial information for each Casual Relief Worker and Support Worker.
4. To inform the Accountant of the particulars of each new Casual Relief Worker and Support Worker.
5. To inform the Accountant when a Casual Relief Worker or Support Worker is leaving L'Arche Winnipeg.
6. To distribute an updated Casual Relief List to the House Leaders and the Homes Coordinators when new people are hired or leave.
7. To take responsibility for scheduling Support Workers as needed in consultation with the House Leader and Homes Coordinators.
8. Sit and participate actively on the recruitment committee for Assistants, Casual Relief Workers, and Support Workers.
9. To undertake other responsibilities as delegated by the Assistants Coordinator.

Criteria:

- Knowledge of the vision and mission of L'Arche
- Knowledge in L'Arche Canada's Servant Leadership is an asset
- Good organizational skills
- Good coordination skills
- Good oral and written communication skills
- Ability to work independently and prioritize
- Ability to take initiative and make good decisions
- Detail-oriented, flexible, and with integrity
- Ability to hold confidentiality
- Ability to assess, intuit, and discern re: applicants
- Ability to give constructive feedback
- Ability to address issues and follow up appropriately
- Good listener
- Good computer skills
- Exhibits good interpersonal/social skills
- Ability to teach and provide information