

Role Posting
Human Resources Support Person

Posted: November 21, 2022

Closing: November 28, 2022

L'Arche is an organization in which people with and without intellectual disabilities share life together based on stated core values, as articulated in our Servant Leadership Model. We live, work, and learn together in our 30 communities across Canada. Founded in 1964, L'Arche strives to shape a more human and just society where each person's gifts are known and celebrated.

Position: Human Resources Support Person
Location: L'Arche Winnipeg Inc.
Duration: One year term (eligible for renewal)

Start Date: As soon as possible
Salary: \$18.73 to \$20.51 per hour
Responsible To: Assistants Coordinator

L'Arche Winnipeg Community is seeking an energetic, compassionate individual who is willing to welcome, form, and grow with House Leaders and members with intellectual disabilities. The Human Resources Support Person is a member of the community office team. The Human Resources coordinator directly 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, on-going training, and evaluations. The position is 40 hours/week, Monday through Friday, for a one year (renewable) term with an evaluation by the Assistants Coordinator at six months and annually thereafter.

Location

L'Arche Winnipeg community currently has six L'Arche homes in Winnipeg: four homes in the Transcona area, one in Windsor Park and one in St. Boniface area. We also have one person in the Supported Independent Living (SIL) Program. L'Arche Tova Café is our community café located in the heart of Transcona. It creates employment for people with and without a disability and serves as an outreach program for the community. Our L'Arche Winnipeg Office is located on 118 Regent Avenue East in Transcona. Successful Candidate will work out of our L'Arche Winnipeg Office in Transcona.

Major Duties and Responsibilities:

- Process applications from prospective Casual Relief Workers and Support Workers.
- Provide these applicants with all the necessary information about being a Casual Relief Worker or Support Worker in L'Arche Winnipeg.
- Ensure that all applicants have a current Criminal Record Check, First Aid Certification, and Adult Abuse Check.
- Approve and hire applicants who meet the criteria as set forth by L'Arche Winnipeg.
- Provide all approved applicants with a contract and to ensure that this is signed before beginning to work for L'Arche Winnipeg.
- 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.
- To provide all new Casual Relief Workers with contact information for all House Leaders, so that specific house orientations may be arranged.
- 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.
- To coordinate the probationary and annual evaluations for all Casual Relief Workers and Support Workers.
- Create role guides for Support Workers (Day-time and Awake Overnight Support Workers) and update respite sheets with Assistants Coordinators help.

- 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.
- 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.
- To document and file all the evaluation reviews and any other performance or disciplinary issues or actions that are addressed.
- To keep personnel files for Casual Relief Workers and Support Workers updated, both hard copies and computer files.
- To keep personnel files for Casual Relief Workers and Support Workers in accordance with PIPEDA standards.
- To keep a current data base with all the relevant financial information for each Casual Relief Worker and Support Worker.
- To inform the Accountant of the particulars of each new Casual Relief Worker and Support Worker.
- To inform the Accountant when a Casual Relief Worker or Support Worker is leaving L'Arche Winnipeg.
- To distribute an updated Casual Relief List to the House Leaders and the Homes Coordinators when new people are hired or leave.
- To take responsibility for scheduling Support Workers as needed in consultation with the House Leader and Homes Coordinators.
- Sit and participate actively on the recruitment committee for Assistants, Casual Relief Workers, and Support Workers.
- To undertake other responsibilities as delegated by the Assistants Coordinator.

Qualifications:

- Previous L'Arche experience (assistant, board member, volunteer, etc.) or equivalent
- Experience in human resource management or a similar field
- Fluent in spoken and written English.
- Clear police check including vulnerable sector screening
- Clear adult abuse check
- Ability to admit mistakes and learn; asks for and accepts help when needed
- Ability to be flexible and manage the stress of multi-faceted responsibilities and supervision
- Ability to teach and provide information.
- Can remain calm, and focused in times of uncertainty and crisis, and can give clear directions.
- Works collaboratively, models and promotes conflict resolution
- Is organized and able to set priorities and follow-through on commitments in a timely fashion
- Excellent verbal, written and interpersonal communication skills, including listening
- Good administrative skills, organized and demonstrates time management skills
- Ability to hold confidentiality, assess, intuit, and discern between quality applicants
- Ability to give and receive constructive feedback
- Ability to problem solve, assist in reaching solutions and obtaining necessary resources
- Valid driver's license, and excellent driving record.
- Knowledge of computer software e.g., Microsoft office word, excel, PowerPoint etc.
- Knowledge of UKGPro - HRIS scheduling software is an asset.

Benefits of working at L'Arche Winnipeg:

- *Casual dress*
- *Flexible schedule*
- *Life insurance*
- *On-site parking*
- *Generous group benefit plan.*

How to Apply:

We value the unique skills, experiences, and insights that each person brings to L'Arche Winnipeg. We are committed to fostering an inclusive and accessible work environment where everyone feels valued, respected, and supported. If you require an accommodation at any point during the recruitment process, please let us know and we will work with you to meet your needs.

We wish to thank all applicants for their interest in the Human Resources Support position. Please note that only those legally able to work in Canada and those selected for an interview will be contacted. Please email your resume, cover letter and three references to Dominic Opaka via communityleader@larchewinnipeg.org by **November 28, 2022**.

