

Human Resources Coordinator

Status: 0.57 fte (20 hours per week) \$23-25/hr dependent on experience, extended health benefits after successful probation period
Location: Options Provincial Office, 3550 East Hastings Street, Vancouver/Remote

Our goal is to be a diverse workforce that includes the voices of those who have been disproportionately affected by marginalization and oppression in sexual and reproductive health. We welcome applications from anyone who may contribute to furthering the mission of the organisation, and especially seek applicants who are Indigenous, Black, people of colour, 2SLGBTQA+, members of marginalized populations, and persons with disabilities. If you are a member of any of these groups, we welcome you to self-identify within your application, cover letter, or resume.

The Organization

Based in British Columbia, Options for Sexual Health (Options) is Canada's largest non-profit provider of sexual health services through clinics, education programs, and the Sex Sense information and referral service. Options seeks to provide comprehensive and accurate information, support for sexual expression and reproductive choice, and confidential clinical services that help British Columbians enjoy healthy sexuality throughout life.

The Role

The HR Coordinator is responsible for recruiting, interviewing, onboarding, and supporting new hires for all clinics and Provincial Office staff. This role works closely with the Clinic Operations Manager and the entire Provincial Office team to ensure that the organization runs smoothly. The recruitment and retention of outstanding staff is key to the success of Options for Sexual Health running clinics across British Columbia. The successful applicant will have a desire to work towards furthering the work of a pro-choice, sex positive intersectional feminist organization.

Responsibilities

- Recruitment of Provincial Office and clinical staff, including Registered Nurses and Admin staff
- Maintain current job postings on website and other job posting sites
- Interviewing admin staff and supporting the Clinical Resource Nurse interviewing RN interviews
- Reviewing applications
- Reference checks for all potential new staff

OPTIONS FOR SEXUAL HEALTH

All About Choices

- Drafting and sending hire letters and hire packages for all new staff
- Setting up all new staff with access to payroll system, other internal systems
- Follow up with admin staff to ensure smooth transitions to new roles
- Exit interviews with all staff
- Management of leaves and resignations
- Keeping hire package information current

Job Functions

- Open and respectful communication with clinics regarding staff needs and issues, including hiring, LOAs, leaves, resignations, and general needs
- Works closely with the Clinical Practice Director and Clinical Resource nurse to recruit and onboard new RNs and maintain appropriate staff levels in all clinics
- Works closely with Provincial Office staff to ensure seamless onboarding and support for all staff

Skills and Abilities

- Excellent written and verbal communication skills
- Strong attention to detail
- Excellent interpersonal skills
- Organized and responsive
- Familiar with recruitment and onboarding processes
- Able to prioritize and manage workload with minimal supervision
- Enjoys admin and detail-oriented work
- Experience with MS Office Suite, Google Drive; Experience with Payworks, Notion, and Slack an asset

Education and Experience

- Experience working in a Not-for-profit and/or healthcare sector an asset
- HR certificate or equivalent experience

A signed commitment to Options' mission, values, objectives, and confidentiality policy. Thank you for your interest in Options for Sexual Health. We regret that only short listed candidates will be acknowledged. Please submit an application online at <https://www.optionsforsexualhealth.org/employment-application/general>

Please note that our office contains a community care clinic requiring that all staff provide proof of vaccination for COVID-19 as per the Provincial Health Order <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-hospital-and-community-vaccination-status-information-preventive-measures.pdf>