

Human Resources Generalist with Compensation expertise –

6m Contract, possibility to go permanent

Hours: 1.0 FTE (35 hours per week)
Pay: \$35-38/hr dependent on experience, extended health benefits after successful probation period
Location: Remote/Hybrid – Options' Provincial Office, 3550 East Hastings Street, Vancouver

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 Human Resources Generalist is responsible for supporting managers and overseeing all Human Resources functions across all Options programs and operations.

This contract will specifically include review and development of a Compensation Framework, including gathering and reviewing market salary data, role-matching, and using data sources to develop wage ranges and overall framework.

The successful applicant will have a desire to work towards furthering the work of a pro-choice, sex positive intersectional feminist organization.

Key Responsibility Areas

- compensation
- recruitment and hiring of Provincial Office, program, and clinical staff, including Registered Nurses and Admin staff

- onboarding and offboarding
- employee information and database management
- benefits management
- compliance management

Duties

- Review, develop, and implement Organization-wide compensation framework.
- Draft, review, and generate employment contracts, contractor agreements.
- Ensure compliance with legal and organizational requirements in all contractual documents.
- Manage and file HR documentation related to onboarding, performance reviews, promotions, and terminations.
- Maintain accurate and up-to-date employee records and contact information.
- Support recruitment efforts by coordinating job postings, tracking applicants, screening candidates, conducting initial interviews if required, conducting reference and Criminal Record checks if required.
- Oversee the onboarding process for new hires, ensuring a smooth transition into their roles including access to payroll system (PayWorks) and other internal IT platforms.
- Act as a point of contact for employee inquiries regarding HR policies and procedures.
- Oversee the offboarding process for exiting employees including conducting exit interviews.
- Ensure compliance with employment standards including labour laws and organizational policies.
- Assist in the development, implementation and maintenance of HR policies and procedures.
- Maintain all HR files, and inventory of documents ensuring up-to-date templates and records of overall HR activities.
- Additional and emerging projects as required.

Skills and Abilities

- Excellent written and verbal communication, interpersonal skills.
- Strong attention to detail.
- Organized, proactive, and responsive.
- Strong time-management and prioritization skills, with the ability to independently manage multiple priorities.
- Ability to implement and monitor HR policies to ensure compliance and foster a positive workplace environment.
- Administrative strength in supporting workplace HR programs.

Education and Experience

- Ideally Bachelor's degree in Human Resources, Business Administration, or a related field, although equivalent education/experience will be considered.
- Certified Human Resources Professional (CHRP) or Certified Human Resources Leader (CHRL) designation is an asset.
- Minimum 3-5 years of experience in an HR generalist or related role.

OPTIONS FOR SEXUAL HEALTH

All About Choices

- Comprehensive understanding of Canadian labor laws, occupational health and safety, and HR best practices.
- Experience in contract generation and HR documentation management.
- Experience with MS Office Suite, Google Drive, PayWorks, Notion, and HSCIS reporting an asset.
- Experience working in a Not-for-profit and/or healthcare sector an asset.

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>