



Human Resources Manager

Who are we? *The Alex*. We are an award winning organization made up of change makers, forward thinkers and community builders. We are changing the conversation around Health and Social Care.

The Alex Community Health Centre is a not-for-profit organization that has been operating in Calgary since 1973. The Alex provides services and programs to individuals and families who experience barriers to health and housing. Using a multidisciplinary team approach, we focus care on assessment, intervention and promotion of all aspects of health. We embrace a model of healthcare that is accessible, responsive and participatory.

Position Summary

Reporting to the CEO, the Human Resources Manager originates and leads the full scope of H.R. practices and objectives for our organization of approximately 150 employees. Providing both strategic and operational direction and services, this hands on H.R. role has one direct report.

Responsibilities

- As part of the Senior Leadership team, provides strategic direction in all H.R. matters, aligning organizational mission, vision and values with H.R. practices
- As a H.R. generalist, provides direction and direct service in the full scope of H.R. functional areas including recruitment, performance management, organizational development, compensation and benefits, training, policy and procedure development, program design and implementation and employee relations
- In conjunction with the Senior Leadership team, assists in identifying H.R. organizational needs and is instrumental in creating programs, policies and procedures from concept through to completion to meet those needs
- Advises, coaches and supports leaders in all H.R. related areas including conflict resolution, performance management and terminations
- Liaison with payroll and benefit areas to ensure seamless employee transactions

Qualifications

Formal Education

- Post-secondary degree in a related discipline
- CHRP is an asset

Experience

- A minimum of 7 years of progressive H.R. Generalist experience with demonstrated advancement at various levels of responsibility
- Strategic and operational experience
- Proven facilitation, consensus building and conflict resolution skills
- Ability to work in a fast paced, nimble environment with multiple priorities
- Outstanding relationship building, communication and collaboration skills
- Experience in creating and implementing H.R. policies, programs and processes
- Previous not-for-profit experience would be an asset

We offer a competitive salary, excellent benefits and a dynamic, positive work environment.

Please submit your resume to: jobs@thealex.ca

Deadline to apply: Until suitable candidate is found

We thank all applicants; however, only those selected for an interview will be contacted.

For further information about The Alex and its programs, we encourage you to visit our website at www.thealex.ca