



Human Resources Generalist

The Cridge Centre for The Family strives to be an exceptional employer by providing our staff with support, flexibility, and a workplace that makes a difference. Our benefits package is outstanding, and the work environment is positive and supportive. We commit to thorough onboarding, which includes substantial orientation, complete training, and support as you integrate into our team.

Reporting to the CEO and the Director of Finance and Administration, this position will facilitate all functions of Human Resources, including but not limited to recruitment and selection, labour relations, compensation and benefits, performance management, career development, and employee retention activities.

Minimum Requirements for the Position:

Three years of demonstrated recent working experience in Human Resources.

One year experience working in a lead HR role.

Criminal Record Check required.

Work experience in a unionized environment.

Work experience in a non-profit sector preferred.

Education and Training:

Bachelor's degree in Human Resources Management, Business, or related field or Diploma in Human Resource Management

CPHR or CHRP designation.

First Aid and CPR certification must be obtained in the first 90 days.

Skills and Abilities:

A suitable candidate has the:

- Ability to function effectively within the Constitution and Bylaws of The Cridge Centre for the Family.
- Demonstrated written and verbal communication skills with individuals at all levels of the organization.
- Sound current knowledge on best practices and current Human Rights, Occupational Health and Safety and Employment Standards Legislation.
- Knowledge of HR procedures and policies.
- Strong problem identification and problem resolution skills.
- Ability to interpret and implement organizational policies and procedures.
- Demonstrated knowledge of change management.
- Strong interpersonal skills; able to deal with people in a sensitive manner, with tact, diplomacy and professionalism at all times.
- Ability to work efficiently as part of a team as well as independently. Ability to take initiative.
- Computer literacy, including effective working skills of Microsoft Office suite and ADP.
- Excellent time and project management skills.
- Attention to detail in all areas of work.

Status: Full Time – up to 40 hours weekly

Salary: \$65,000 - \$75,000

Closing Date: Until filled

Start Date: negotiable

This position is an excluded position.

Submit Applications to:

Adam Richards

Chief Executive Officer

1307 Hillside Ave, Victoria B.C., V8T 0A2

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