

## HUMAN RESOURCES ASSOCIATE

**Villa Cathay Care Home invites you to join us in making a difference!**

Villa Cathay Care Home is committed to providing the highest quality, individualized and professional care to our seniors. By creating a safe, warm, and culturally focused Home, our elderly residents and their families find comfort, respect, and dignity. Our interdisciplinary team of professionals provide care with love and respect, honoring the dignity of seniors.

### **What you will do**

The Human Resources Associate is responsible for facilitating all the key HR functions and programs at Villa Cathay Care Home (VCCH). This includes day to day operations such as maintaining employee records and supporting the recruitment and interview processes. Reporting to HR manager, this position also supports initiatives to improve HR policies, processes, and practices to fulfill Villa Cathay Care Home's goal of enhancement and innovation in senior care.

### ***Key responsibilities include:***

- Assists with implementing and executing human resources strategies, initiatives and programs that effectively support VCCH core values.
- Supports full-cycle recruitment of staff including posting vacancies through various channels, scheduling interviews, and screening applications.
- Participates in recruitment events, such job search fairs to increase visibility of Villa Cathay Care Home as an employer.
- Coordinates all aspects of the on-boarding, orientation and offboarding process. As needed, during the pre-boarding and onboarding of employees stays in touch with them, answers their questions, sends them relevant material, and so on.
- Assists with hiring processes and paperwork such as employment offers, criminal background checks, and verification of license registrations for professional staff.
- Responds to internal and external HR related inquiries or requests and provides assistance as appropriate.
- Creates and maintains accurate and complete staff and volunteer personnel records in both paper and electronic form and ensure all employment requirements are met.
- Assists with employee engagement and retention activities and initiatives.
- Prepares reports, presentations, and meeting agendas and minutes; conducts research and analyses under the direction of the HR Manager.

- Coordinates and monitors WorkSafe claims and return-to-work programs.
- Participates on the Joint Health & Safety Committee.
- Assists in maintenance of HR policies, procedures, and programs; trains and educate staff accordingly

### **What you bring**

- Minimum three years in a senior administrative role with human resource responsibilities and post-secondary education in human resource management, business administration or a related field or an equivalent combination of education and experience.
- Demonstrated ability to exercise a high level of tact and integrity in interactions with staff, and stakeholders and the public.
- Possesses excellent judgment and discretion in dealing with confidential and sensitive matters.
- Outstanding interpersonal and customer service skills.
- Excellent organizational and time management skills
- Demonstrated attention to detail, accuracy, and follow-through on tasks.
- Demonstrated critical thinking skills; creative, energetic and flexible approach to projects and work.
- Strong written and verbal communication skills. and presentation skills.
- Ability to read, write and speak Chinese (Cantonese and/or Mandarin) is required.
- Must be proficient in the Microsoft Office suite of products.

### **Additional Information:**

- Able to demonstrate a clear criminal record to work with vulnerable adults
- Ability to work occasional weekends or evenings may be required
- Successful applicants may be required to complete a Criminal Records Review Check.
- As per the current Public Health Order, full vaccination against COVID-19 is a condition of employment with Villa Cathay Care Home.

### **How to Apply**

To apply or for any inquiries, please email us at: [hr@villacathay.ca](mailto:hr@villacathay.ca) and put “Human Resources Associate” in the email subject line.