



Human Resources Advisor

Transitions is a not-for-profit organization in St. Albert that has been *Building New Tomorrows* since 1978. Our mission is: To provide services to people with disabilities, enabling them to enjoy independence and a quality of life they choose by building on individual strengths and abilities.

We are seeking a talented and passionate full time Human Resources Advisor who will offer advice and counsel to our employees.

RESPONSIBILITIES

- Provides advice, coaching and support to all employees in the resolution of Employee Relations issues, includes recommending investigative steps to take, responses, ways to resolve issues and disciplinary action when required.
- Creates and maintains selection and hiring resources, processes and tools for hiring staff.
- Participates in the development and refinement of HR policies, procedures and practices to meet agency needs and changing requirements.
- Provides direction that brings effective and ethical resolution to issues that relate to Employment Standards and other legislated requirements.
- Develops and delivers formal learning opportunities in the practice of effective Employee Relations.
- Investigates and reports on incidents, complaints and other Occupational Health and Safety situations as they arise.

QUALIFICATIONS

- A degree or diploma specializing in Human Resources along with a minimum of five years of progressive responsibility in Human Resources; equivalent combination of related education and experience may be considered.
- Strong working knowledge of Alberta Employment Standards and Occupational Health and Safety.
- Excellent written and oral communication skills.
- A demonstrated ability to teach and coach others.
- High sense of urgency and drive with the ability to set priorities and deliver results within deadlines.
- Proficient knowledge of Microsoft Office programs (Word, Excel, PowerPoint, and Outlook).
- Chartered Professional Human Resources (CPHR) designation preferred.
- Previous work experience in a disability services, not-for-profit organization an asset.

Interested and qualified candidates are encouraged to apply to: hr@transitions-ab.org

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