



Hay River Health & Social Services Authority | Administration des services de santé et des services sociaux de Hay River
37911 MacKenzie Highway | 37911 route Mackenzie
Hay River, NT X0E 0R6 | ☎ (867) 874-8000 📠 (867) 874-8141

Employee Onboarding Coordinator, Human Resources (Excluded)

Salary: Range 15 - \$88,803 to \$106,060 per year (\$45.54 - \$54.39/hour)

Status: Full-time, Indeterminate

Competition #: 115-22

Closing Date: March 3, 2023

Reporting to the Manager of Human Resources, the Employee Onboarding Coordinator is responsible for creating a welcoming environment for new employees in the Health and Social Services System to increase organizational awareness, community level awareness, engagement, and establish a referral pathway for future employees. This position is responsible for organizing, streamlining, and overseeing a welcoming and supportive onboarding process and experience for new and relocating employees and their families. The position is also responsible in assisting the HR department with staff recruitment and providing assistance to the Human Resources Officer in general staffing activities and for carrying out a variety of general Human Resources functions.

Qualifications:

- Ability to work flexible work schedules including evening and weekend support as required.
- Excellent organizational skills.
- Excellent written and oral communication skills.
- Proficient in Microsoft Office/Suite
- Excellent interpersonal skills.
- Exceptional attention to detail with the ability to prioritize and handle multiple tasks at once
- Ability to work successfully with all levels of employees and management
- Quick learner
- Ability to troubleshoot, identify improvements, and make simple decisions independently
- Energetic person with strong interpersonal and communication skills, including active listening
- Very strong work ethic (reliable) with “can do” and collaborative attitude
- Familiarity with Employment legislation, Collective Agreement, Employee Handbooks and Employment Contracts.
- Understanding of payroll procedures
- Must be able to acquire within a reasonable timeframe and remain current with the Non-Violent Crisis Intervention certification.

Typically, the above qualifications would be attained by the completion of post-secondary education related to Human Resources, Marketing, Public or Business Administration, Hospitality and Tourism Management, or related field. Combinations of education and experience in a health care setting related to the position may be considered. Experience in a cross-cultural setting would be an asset, most specifically experience and knowledge of the Northwest Territories.

Class 5 Drivers license required.

For full job description, including required knowledge, skills & abilities, please see job posting/job description on our website at www.hayriverhealth.ca under the ‘Careers’ section.

How to apply:

Applicants should send their resume via email to hrhssa_competitions@gov.nt.ca or via Fax to (867) 874-8345