



# HUMAN RESOURCES MANAGER

(Rocky Mountain and Sylvan Lake, AB)

**\$80,000 to \$100,000 per year**

On behalf of our client, Sunchild Child and Family Services (CFS), we are seeking a HR Manager to join their leadership team. Based on the Sylvan Lake Office, this role will also include Rocky Mountain House to develop a deep understanding of the community this role serves. Sunchild Child and Family Services (CFS) provides both Prevention and Protection Services to ensure the well-being of Indigenous children and families. Their Prevention Services aim to keep families together within their community, minimize the risk of children and youth entering care, and support reunification after child intervention involvement. These services encompass various support mechanisms and promote cultural and traditional practices.

Protection Services at Sunchild CFS ensure child safety in line with the Alberta Child and Youth Enhancement Act. They collaborate with Prevention Services to support family reunification and help families maintain cultural connections. Upholding values of Prevention, Cultural Safety, Decolonization, Reconciliation, and belonging, Sunchild CFS aims to create a future where Indigenous children and families thrive in a culturally rooted, safe environment.

As the HR Manager at Sunchild Child and Family Services, you will play a critical role in supporting the organization's mission by overseeing all aspects of human resources management. Reporting to the Executive Director, you will develop and implement HR strategies, policies, and procedures that align with SCFS's values and goals. Your duties will include recruitment and onboarding, performance management, training and development, employee relations, and ensuring compliance with employment laws and regulations. Additionally, you will collaborate with department heads to address HR needs and support a positive and inclusive work culture. This position offers an exciting opportunity to contribute to the success of SCFS while promoting the well-being of Indigenous children and families.

## Key Responsibilities

- Oversee recruitment and onboarding processes, including job postings, candidate selection, and orientation
- Manage performance appraisal systems and guide on performance management issues
- Coordinate training and development initiatives to enhance employee skills and knowledge
- Handle employee relations matters, including conflict resolution, disciplinary actions, and grievance procedures
- Develop and implement HR strategies, policies, and procedures and integration of Indigenous methodologies
- Enhance current practices, decision-making, authority infrastructure

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- Manage performance appraisal systems and guide on performance management issues
- Coordinate training and development initiatives to enhance employee skills and knowledge
- Handle employee relations matters, including conflict resolution, disciplinary actions, and grievance procedures
- Ensure compliance with employment laws and regulations provincially and federally
- Maintain HR records and prepare reports for management as needed
- Collaborate with department heads to address HR-related challenges and support organizational goals.
- Promote a positive and inclusive work culture that aligns with SCFS's values
- Stay informed about industry trends and best practices in HR management
- Organize and coordinate staff building and training to build capacity and morale
- Monitor and promote workplace culture and raise awareness and initiatives for improvement to leadership as required

### Skills and Qualifications

- Bachelor's degree in human resources management or relevant designation such as the CPHR or CIHRP
- 3+ years of experience in HR management, preferably in non-profit, social services, or indigenous settings
- Experience in full-cycle recruitment from job posting to interviewing and onboarding.
- Strong knowledge of employment laws and regulations in Alberta
- Excellent communication and interpersonal skills
- Demonstrated ability to handle sensitive and confidential information with discretion
- Proven track record of developing and implementing HR strategies that support organizational objectives
- Proficiency in MS Office suite
- Ability to work effectively in a fast-paced and dynamic environment
- Commitment to cultural safety, decolonization, and reconciliation principles

### Working Conditions

- Potential hybrid for various office(s) alongside work from home
- Physical Environment: Office-based role with routine computer work
- Mental Attention: Strong planning and attention to detail required
- Standard office hours: 9:00 AM to 4:00 PM
- Travel involved between main office locations in Rocky Mountain and Sylvan Lake, AB

Sunchild Child and Family Services offers a competitive compensation package, including excellent benefits, extended health care, travel allowances, a retention bonus, and four weeks of vacation. This role provides the opportunity to lead and grow an HR team within a non-profit that makes a real difference to Indigenous children and families. The organization values work/life balance and provides ample professional development opportunities.

Sunchild CFS is committed to fair hiring practices and a respectful, inclusive workplace. Applications from all qualified individuals are welcome, with accommodations available throughout the recruitment process. Interested candidates should apply through MNP's official process by sending their resumes to [laise.sato@mnp.ca](mailto:laise.sato@mnp.ca), avoiding direct approaches to Sunchild CFS staff.