



Fair Haven Homes Society is looking for a permanent, full-time Human Resources Manager!

Who are we?

Fair Haven is a non-profit housing society in Vancouver and Burnaby and recognized as a leader in providing homes that nurture community and quality of life for seniors. We believe in enriching the lives of the Fair Haven community by providing a safe, secure, respectful, inclusive and person-centered environment. We own two long-term care homes as well as three independent living apartment buildings geared towards seniors 55+. We have over 300 employees. We value respect, diversity and partnership.

Who are you?

You are passionate about people and bring a steady, thoughtful approach to Human Resources. You are comfortable navigating complex labour relations matters with professionalism, sound judgment, and respect for all parties. You lead by example and act as a role model for integrity, accountability, and collaboration. You foster teamwork, value ethical practice, and are highly organized with a strong ability to analyze issues and find practical solutions. You build and maintain positive, trust-based relationships with employees, leaders, unions, and external partners, contributing to a respectful and engaged workplace culture.

Key Duties/Responsibilities:

- Reporting to the CEO, the HR Manager oversees the core HR functions including employee/labour relations, performance management, employee engagement, recruitment and education and workplace culture within a unionized multisite context (Vancouver & Burnaby).
- Provide advice, interpretation, coaching and guidance to the leadership team on employment law/collective agreement and conflict resolution. Communicate and implement Collective Agreement changes. Oversee the grievance process, investigate, draft disciplinary letters, prepare documentation for mediation or arbitration. Manage relationship with Unions.
- Proactively respond to/facilitate responses to employees' questions or concerns.
- Manage the onboarding/orientation activities for new employees (references, employment letters, personnel file documentation) and lead the General Orientation Program.
- Ensure Personnel files follow licensing requirements: check annually employee clearances, registrations and certifications.
- In collaboration with the management team, oversee annual education for all staff. Source external training as required.

- Monitor WSBC and LTD claims, review return to work plans. Liaise and case manage with Enhanced Disability Management Program (EDMP/Lifemark) agents.
- Implement the Attendance Management Program. Review data and prepare documentation.
- In collaboration with the Leadership team, organize staff events.
- Develop, implement and maintain Human Resources policies.
- Develop and implement the HR Plan that supports the strategic plan, succession planning, leadership and employee development, change management, etc.
- Be knowledgeable of industry leading best practices, and incorporate these into decision-making.
- Maintain and analyze HR metrics such as grievances, attendance, turnover, etc. Make recommendations.
- Conduct post-employment and exit interviews, when necessary.
- Perform other duties, as needed.
- Work onsite.

What you bring:

Education, Training, Experience:

- Undergraduate degree in Human Resources (or related discipline).
- Experience in Health Care is preferred.
- CHRP certification is an asset.

Job Skills & Abilities:

- Strong knowledge of HR principles, policies and practices.
- Ability to analyze and interpret information, effective writing skills.
- Ability to conduct employment related investigations and formulate practical resolutions.
- Demonstrated ability to build relationships; strong problem solving, facilitation, and conflict resolution skills within a culturally diverse multi-location work environment.
- Exercises judgment and uses discretion with highly confidential materials.
- Strong interpersonal skills with the ability to interact well with all employee levels; tactful and professional communication skills, with effective presentation skills.
- Detail oriented with excellent analytical and organization skills.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and HRIS databases.

What we offer:

- An organization with growing prospects
- A passionate work environment
- Paid vacation starting at 4 weeks
- Health benefits (illness, dental, vision, life, disability...)
- Municipal Pension Plan
- Employee and Family Assistance Program
- Parking on-site

Interested in this position? We would like to hear from you! Reach out for more information via email or directly send your resume to hr@fairhaven.bc.ca.

We thank all those for your interest and for taking the time to apply for these positions; however, only those selected for an interview will be contacted.

Job Types: Full-time, Permanent

Pay: \$85,000.00-\$95,000.00 per year

Benefits:

- Casual dress
- Company pension
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- Vision care
- Wellness program