



HAILIKA'AS HEILTSUK HEALTH CENTRE SOCIETY



Human Resources Manager

Department: Administration and Finance
Reports To: Health Director
Type: Full-time Permanent
Salary: \$86,000 - \$96,000

JOIN THE HAILIKA'AS HEILTSUK HEALTH

At Hailika'as Heiltsuk Health Centre Society (HHHCS), we provide culturally safe, inclusive care guided by Heiltsuk values, supporting community health, healing, and wellness. We are seeking compassionate, collaborative individuals committed to making a meaningful impact.

HHHCS is located in Bella Bella, BC, on the Central Coast and home of the Heiltsuk First Nation. The community has approximately 1,450 residents and is accessible by regional air and BC Ferries. It offers essential services, recreation, and access to the surrounding coastal environment.

This is a truly unique opportunity to immerse yourself in a traditional First Nations community while experiencing the pristine beauty of BC's Central Coast.

PURPOSE

The Human Resource Manager supports the Health Director and Team Leads/Managers in recruitment and all aspects of the employee lifecycle, while providing guidance on HR matters as needed. The role is also responsible for developing, maintaining, and updating HR policies and procedures, ensuring they remain current, compliant with applicable legislation, and aligned with the Health Centre's values.

KEY DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

Recruitment, Employee Lifecycle & HR Operations

- Manage full-cycle recruitment including sourcing, interviewing, vetting, hiring, onboarding, orientation, benefits administration, and exit processes.
- Support training and professional development planning for Team Members and Team Leaders in collaboration with leadership.
- Oversee performance management systems including probation, annual, and quarterly review cycles, performance improvement plans, training plans, and succession planning in collaboration with Team Leaders/Managers and the Health Director.
- Maintain accurate, secure, and confidential personnel records in accordance with HR and privacy policies.
- Ensure personnel files are securely stored with restricted access limited to the HR Manager and Health Director.

HR Strategy, Compliance & Policy

- Ensure compliance with applicable provincial and federal employment legislation.



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- Review and update HR policies and employee handbooks in alignment with legislation and Health Centre policies.
- Prepare HR documentation to support accreditation standards and organizational reviews.
- Support HR strategies aligned with the Health Centre vision, values, and mission.
- Provide guidance on workplace matters in alignment with HR policies and procedures.
- Support disciplinary processes and conflict management in accordance with organizational policies.

Employee Relations, Engagement & Organizational Development

- Collect and analyze HR metrics including turnover, employee satisfaction, and recruitment costs to support decision-making.
- Promote diversity, equity, and inclusion initiatives, including development and facilitation of workshops and training.
- Lead and support HR projects and organizational initiatives.
- Support employee relations including conflict resolution, engagement, and policy implementation.

QUALIFICATIONS

- Human Resources Management certification or degree, or equivalent combination of education and experience.
- Minimum 10 years' experience in Human Resources Management.
- Strong knowledge of employment legislation and HR best practices.
- Experience working with Indigenous peoples and indigenous communities.
- Excellent interpersonal, communication, and conflict resolution skills.
- Demonstrated ability to work independently with minimal supervision.
- Proficiency in Human Resources Management Systems and MS Office Suite.
- Satisfactory criminal record check, including vulnerable sector screening.
- Valid driver's licence.

BENEFIT PACKAGE:

- Extended health care (Dental, Vision, LTD, Life).
- Pension Plan.
- Paid time off, including an additional 2-week office closure during the winter break.
- Status employees are eligible for tax exemption.
- Housing provided.
- If relocation assistance is needed, can be negotiated.
- Four roundtrip off-island trips per year to Vancouver.
- Harvesting Days.

HOW TO APPLY

Send your resume and cover letter to humanresources@heiltsukhealth.com.