



**HUMAN RESOURCES COORDINATOR**  
**JOB DESCRIPTION**  
*February 2022*

**JOB TITLE:** Human Resources Coordinator  
**DEPARTMENT:** Business Administration  
**REPORTS TO:** Director Of Finance, Human Resources And Strategic Planning  
**STATUS:** 1.0 FTE; 52 weeks

**JOB SUMMARY:**

The Human Resources (HR) Coordinator facilitates the day-to-day operations of LCS Human Resources. This individual coordinates the administration of the human resource policies, procedures and programs of Linden Christian School. Working closely with the Principal/CEO and the Director of Finance, Human Resources and Strategic Planning, contributes to the accomplishment of Human Resources practices and objectives necessary to advance the Mission and Vision of Linden.

**Reports to:** Director of Finance, Human Resources and Strategic Planning

**Supervises:** Payroll and Accounting Assistant(s) (co-reporting with Financial Controller)

**Responsibilities:**

- **Support the hiring process for salaried and hourly staff**
  - Create and distribute job postings
  - Collect, collate, and manage applications
  - Arrange interviews for candidates
  - Conduct reference checks and provide an organized summary of feedback
  - Monitor the application of HR principles through the recruitment and hiring process
  - Prepare employment contracts and coordinate tasks associated with these contracts
  - Oversee onboarding and orientation of new staff
  - Assist the School of Fine Arts (SOFA) and Before and After School (BASC) with recruitment, documentation, independent contractor requirements, etc.
  
- **HR policies and procedures**
  - Act as a resource on current trends in HR, Employment Standards, legal, and industry practices
  - Share information based on specialized knowledge
  - Analyze HR situations/issues and make recommendations

- Oversee the annual review and update of the LCS Human Resources Manual and related documents
- Provide support to the Principal/CEO, senior leaders and supervisors on HR matters

- **Record-keeping, tracking, reporting**

- Coordinate and/or implement services, policies and programs related to staffing at LCS
- Maintain employee files and the HR filing system
- Maintain employee database
- Coordinate intention documents, new employment contracts, returning contracts, interim contracts, etc.
- Assist with compensation, benefits administration and recordkeeping
- Review salary budgets for accuracy including correct staff classifications and salary levels
- Maintain up-to-date salary grids and contract data
- Provide support to the payroll process
- Review payroll input prior to submission
- Produce and present reports based on data to determine trends and practices
- Ensure accurate tracking of employee leaves
- Oversee the Employee Benefits Program, including enrollment, tracking, analysis, claims, disability, coverage during leaves, communications, etc.
- Provide documentation and overall communication with external agencies such as Workers' Compensation and Manitoba Public Insurance Corporation

- **Performance Management**

- Ensure the implementation, regular review and reporting of Performance Management
- Oversee the completion and review of probationary reviews
- Assist leadership with the management of conflict and resolution
- Document conversations, meetings, decisions and rationale
- Develop, design, implement and follow-through on specific employee action plans such as work improvement plans
- Provide support to the termination process, as required

- **Provide HR support to employees**

- Be available and accessible to LCS employees' HR concerns and questions; providing guidance as appropriate
- Ensure employees follow procedures to discuss matters with supervisors
- Refer employee HR concerns to senior leadership as appropriate
- Prepare employee HR communications

- Present HR information and updates to staff at “All-Staff Meetings”, staff orientation sessions, Employee Benefit reviews, etc.
- **Employee Health & Safety**
  - Coordinate the Linden Christian School Workplace Safety and Health Committee including logistics and record keeping, ensuring compliance with Workplace Safety & Health Regulations
  - Ensure timely and thorough incident reporting occurs by specified staff
  - Oversee Workers Compensation claims, if applicable, ensuring proper reporting and follow up of incidents
- Other duties as required.

**EDUCATION AND EXPERIENCE:**

- CPHR or CPHR Candidate designation an asset
- Education and/or demonstrated experience in Human Resources Management
- Competencies (knowledge, skills, experience) in HR management
- Strong technical skills in understanding and applying knowledge (legislation, legal, employment standards, industry practice)
- Knowledge of employment laws and practices
- Payroll knowledge and experience (Payworks preferred)
- Experience in the administration of benefits and compensation programs and other Human Resource programs
- Excellent computer skills in a Microsoft Windows environment, including Excel and database management and record keeping
- Experience in electronic collaboration environment, such as Google
- Effective oral and written communication skills
- Evidence of the practice of a high level of confidentiality
- Excellent organizational skills
- Ability to establish priorities, meet varied demands, direct workflows, and meet established deadlines

**OTHER REQUIREMENTS:**

- Have a sincere love for Jesus Christ evidenced by lifestyle, including regular attendance at weekly church services
- Enthusiastic support of the Mission, Vision and Core Values of Linden Christian School
- Support, knowledge, understanding, and ability to communicate Christian worldview and affirm LCS Statement of Faith
- Willingness to sign and adhere to the LCS Statement of Faith and Lifestyle Commitment
- Provision of a clear Criminal Record Check with Vulnerable Sector/Child Abuse Check
- Understanding of and adherence to confidentiality and privacy issues
- Ability to be a strong, empathic listener, able to manage potentially difficult situations while respecting various points of view
- Willingness and spiritual maturity to be able to respond prayerfully, praying with employees as led
- Participate in corporate and individual prayer, school chapels and worship services, along with a deep understanding of the commitment to serve in a Christian environment

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.