



# HR Manager

Scw'exmx Child + Family Services Society  
Scwexmx.com

Posting Date  
3 Apr, 2024

Location  
Merritt, BC

Salary Range (CAD)  
86,000 – 122,000

Applications  
info@hwest.ca

## Organizational Profile

Scw'exmx Child and Family Services Society (SCFSS) is a delegated Indigenous Child and Family Services Agency working collaboratively to facilitate opportunities for children, families, and communities to achieve their full potential and realize a healthy quality of life through the expression of ancestral beliefs, values and teachings. SCFSS is family-centered and guided by nte?kepmx and syilx traditional knowledge and principles. SCFSS serves and is guided by five bands (Coldwater, Lower Nicola Indian Band, Nooaitch, Shackan and Upper Nicola Band) as well as the Urban Indigenous population of the Nicola Valley.

## About the Role

Reporting to the Executive Director, the Human Resources Manager is responsible for planning, developing, implementing, and evaluating employee relations and human resources policies, programs, and practices. The HR Manager performs HR duties on a professional level, and works closely with all levels of staff and community to support the organization. The HR Manager's core duties include recruitment, hiring, orientation and onboarding, training and development administration, performance evaluations, administration of performance management, inclusion of retention and succession planning, and human resource file maintenance.

This is an excellent opportunity for an experienced human resource generalist with experience across all facets of human resources. The preferred candidate will have a bachelor's degree in human resources, business administration, or related field and be a Certified Professional in Human Resources (CPHR). The preferred candidate will have a minimum of five (5) years related experience including two years in an HR Generalist role in a not-for-profit organization or agency. This position requires excellent communication, interpersonal and leadership skills with the ability to work across teams to set goals, resolve issues, and support decision making.

*The annual salary range for this role is: \$86,000 - \$122,000, with potential for experienced candidates and supplemented by a competitive total compensation package. A hybrid/flexible work from home arrangement may be considered, noting hours of work are non-standard and connected to the organization, services, and communities' needs.*

## Contact Details

Should you be interested in learning more about this unique opportunity with Scw'exmx Child and Family Services Society, please contact Harbour West Consulting at 604-998-4032 or forward your resume, a letter of introduction and the names and contact information for three references, in confidence, to info@hwest.ca.

**Diversity, Equity + Inclusion:** Harbour West Consulting believes equity, diversity and inclusion are essential for the organizations we serve to achieve the business goals they strive for. We believe that everyone – no matter their gender, racialized identity, ethnicity, sexual orientation, age, ability, religion, political beliefs, family status, socioeconomic status, citizenship status, or Indigenous status – should have equitable access to jobs and opportunities. We strive to ensure the recruitment process unfolds in a fair, transparent, timely and open manner to include individuals previously underrepresented or discouraged from participating.

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Scw'exmx Child and  
Family Services Society

## Applications

Letter of introduction and CV via email to us at [info@hwest.ca](mailto:info@hwest.ca)