
Corporate Office
358 King Street, Suite 302
Fredericton, NB
E3B 1E3
506 455 0285



Bureau Corporatif
358 Rue King, Suite 302
Fredericton, N-B
E3B 1E3
506 455 0285

We are currently seeking a **Human Resource Coordinator** to join our team in **Fredericton, NB**.

VIVA Therapeutic Services (VIVA), was founded by Danielle Pelletier in 2005, to provide preschool aged children with autism spectrum disorder and their families with high quality, evidence-based services. At VIVA, our programs are dedicated to providing quality intervention and making every teaching moment count. As a result of our programs' success, we have gained our government's confidence in our contracted services and currently serve nearly 600 families across the province of New Brunswick.

Our **Human Resource Coordinator** is a highly-valued team member who provides human resources expertise and support to our teams in the **Fredericton** region, consisting of approximately 120 employees. Our main office is located in Fredericton but travel to satellite office in Woodstock is required. Working hours are generally Monday – Friday between the hours of 8:00am and 5:00pm; however, given the nature of the position, occasionally time-sensitive issues come up that require after hours attention.

Our Core Values:

At VIVA we value teamwork, integrity, quality, dignity, diversity, and joy! We love what we do! We focus on solutions and celebrate each child's learning. We work together as a close team; we care about each other and support one another to reach our personal and professional goals. We do the right thing for the well-being of our clients... being honest, accountable, and showing up every day! We value open feedback, and continuously strive to offer excellence in our programs. We respect individuality in all children and understand they have unique needs. We aim to learn more about each other, and to act with compassion and kindness.

We Offer:

- Competitive salary
- Comprehensive group benefits plan
- Travel expenses
- Vacation and personal leave
- Cellphone allowance
- Continuing education
- Employee/employer RRSP matching plan

Sound like you?

Our HR Coordinator is part of the "heart of the organization" dedicated to sustaining our thriving culture. Our HR team makes a positive administrative impact by providing policies and procedures to support the work of the organization, and supporting our clinical teams who work with preschool children with autism spectrum disorder. If you are a Human Resources professional who enjoys making an impact and wants to be part of a thriving and supportive culture, we want to hear from you!



Position Summary:

Our Human Resources Coordinator is responsible for the following:

Recruitment / Selection: approximately 40 %

- Recruitment activities, such participating in job fairs at high schools, colleges, universities, online advertisements, job listings, social media and other means to find and hire suitable employees for our organization
- Post and promote positions (Job boards; LinkedIn; Indeed, Website, etc.)
- Review, respond and track incoming resumes and applications
- Conduct phone screen interview
- Schedule interviews
- Review interview outcomes; discuss options with selection team
- Prepare offers of employment and new hire orientation packages

Day to Day Human Resources Support: approximately 40 %

- Provide day-to-day human resource guidance and support to the Director, management and employees, including: change management, performance and attendance management, disability management (medical leaves) and return to work planning and accommodations
- Provide mentorship and coaching to supervisors who have employee or work-related issues
- Conflict mediation and/or resolution; incident investigation
- Communication of new and updated policies and procedures
- Accountable to maintain and manage employees' personnel file requirements for contract compliance (e.g., criminal record checks with vulnerable sectors Social Development Prior Contact Checks, level one completion, etc.).
- Maintain staffing related data reports
- Attendance Management

Orientation and onboarding: approximately 10 %

- Manage orientation of new employees to ensure a thorough introduction to the company, our values and ensure proper understanding of company policies and procedures
- Communicate with payroll administration to ensure proper set up of HR and payroll documentation

Dismissals, end of contracts and transitions: approximately 10 %

- Resignation acknowledgement
- Conduct exit interview and questionnaire
- Communication notifications to stakeholders

Corporate Office
358 King Street, Suite 302
Fredericton, NB
E3B 1E3
506 455 0285



Bureau Corporatif
358 Rue King, Suite 302
Fredericton, N-B
E3B 1E3
506 455 0285

Qualifications and Requirements:

The ideal candidate will bring:

- Post-secondary education or certification in Human Resource Management.
- 2-3 years related experience working in the human resources field.
- Equivalent combinations of education and experience may be considered.
- CPHR designation is considered an asset.
- Attention to detail and superior organizational skills are a must.
- Adept and competent using Microsoft Office including Outlook, Word, Excel and Teams.
- Experience with a human resources management software is an asset.
- Demonstrate exceptional abilities to work in a team setting and a high level of professionalism, confidentiality and integrity, adopting and respecting VIVA's vision and values.
- Exceptional communication skills (written and verbal).
- Present a clear criminal record check, vulnerable sector check and Social Development prior contact.
- Bilingualism (French and English) is preferable. Please state your oral and written language capabilities.
- Valid Driver's license and access to a vehicle as travel is required.

Interested applicants are invited to send a cover letter and resume to: robyn.hutchison@vivanb.ca

Application deadline: January 2, 2024

Note: applications received after Dec 22, 2023, will not be reviewed until the new year

We thank all applicants for their interest; only those selected for an interview will be contacted.