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



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We are currently seeking a **Recruitment Specialist** to join our team.

**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 provide 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 700 families across the province of New Brunswick.

We are excited to be adding this new position of **Recruitment Specialist** to complement our Human Resources team. The candidate who fills this role will represent VIVA, and the organizational brand, often being the first contact with interested applicants! We envision this role being the bridge between our organization and potential employees, aligning qualified candidates with relevant job vacancies. This position would be responsible for all the recruitment and hiring needs provincially. Location of work is flexible and anticipated to be a hybrid work environment, working from home and one of our regional offices. 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
- Set up provisions for home office work

#### **Sound like you?**

Our Recruitment Specialist is part of the shared service Human Resources team, reporting to the VP of People and working closely with the Regional HR Coordinators and Directors. If you are skilled in attracting, identifying, and placing talented applicants and enjoy making an impact we want to hear from you!



## Position Summary:

Our Recruitment Specialist is responsible for planning, coordinating, and executing efficient and effective recruitment and selection processes. General accountabilities include:

### General Accountabilities:

- Build and maintain VIVA's recruitment plan
- Manage VIVA recruiting accounts, creating, posting and managing job advertisements within budget
- Review, respond to, and track incoming applications
- Track and report on recruiting metrics
- Ensure compliance with immigration and international worker program
- Collaborate with regional teams to meet hiring needs and capacity for training
- Source, screen, interview and assess internal and external candidates
- Coordinate interviews with additional team members as needed
- Review interview outcomes; facilitate discussion and selection with selection team
- Prepare, present and negotiate employment offers; prepare new hire packages
- Contribute as a subject matter expert to HR Team and organizational projects
- Other human resources related tasks and duties as required

## Qualifications and Requirements:

The ideal candidate will bring:

### Education and Experience

- Bilingualism (French and English) is required. Please state your oral and written language capabilities.
- 2-3 years related experience working in recruitment and hiring.
- Post-secondary education or community college certification in Human Resource Management or Business Administration.
- Equivalent combinations of education and experience may be considered.
- CPHR designation is considered an asset.

### Skill Sets and Attributes

- Exceptional communication (written and verbal) and interpersonal skills
- Demonstrated experience with networking and relationship building skills.
- Attention to detail and superior organizational skills.
- Demonstrate a high level of professionalism, confidentiality, and integrity.
- Critical thinker with a record of competent decision-making.
- Embraces VIVA values of quality, integrity, dignity, teamwork, and joy.

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- Adept and competent using technology; in particular, Microsoft Office including Outlook, Word, Excel, and Teams. Experience with digital recruitment tools and platforms is an asset.

#### Compliance

- Present a clear criminal record check, vulnerable sector check and Social Development prior contact.
- 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: [hr@vivanb.ca](mailto:hr@vivanb.ca)**

**Application deadline: June 14, 2024**

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