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



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We are currently seeking a **Human Resource Coordinator** to join our team in our **Beresford Office**.

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 therapy 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 Northern NB consisting of approximately 60 employees. Our main office is in Beresford but travel to satellite offices in Miramichi, Caraquet, Campbellton and Edmundston 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.

We Offer:

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

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

Qualifications and Requirements:

The ideal candidate will bring:

- Bilingualism (French and English) is required.
- 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 (ADP, iTacit)
- 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.
- Valid Driver's license and access to a vehicle as travel is required.

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For more information about our services, please visit <https://www.vivanb.ca/>

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

Application deadline: December 4, 2024

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