



Opportunity Profile

DIRECTOR OF HUMAN RESOURCES
MENNONITE BENEVOLENT SOCIETY

NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY

The Mennonite Benevolent Society (MBS) is seeking an accomplished HR generalist to join their team as Director of Human Resources.

As the Director of Human Resources (DHR), you will be responsible and accountable for ensuring that the highest standard of HR practice is maintained for all employees. You will oversee the development, implementation and evaluation of HR policies, procedures, and practices. You will provide HR services including recruitment, selection and orientation processes, workplace health and safety and claims management, contract interpretation and labour relations, job descriptions and classification reviews. You will oversee the administration of benefit programs and coordinating staff education and performance management programs.

The DHR is a member of the Executive Team. You will participate with the rest of MBS in advancing the Vision, Mission, Values and Strategic Plan of Menno Place. This position requires teamwork, cooperation, strong communication and interpersonal skills. You will play a critical role in contributing to a positive and safe working environment.

If you are a warm and enthusiastic HR leader, aligned with the Mission and Vision of MBS, we would love to hear from you.



QUALIFICATIONS

Education, Training & Experience

- Master's degree in Leadership/Management, or equivalent.
- Minimum of ten years' related experience as an HR generalist.
- Minimum of ten years' experience in a unionized environment.
- Health care experience is required.
- CHE designation is preferred.
- Familiar with the LEADS framework.
- Demonstrated knowledge of HR best practices.
- CHRP designation is preferred.

Abilities & Values

- Able to communicate effectively in English both verbally and in writing.
- Must model personal beliefs and values in harmony with the spiritual beliefs and values of the Mennonite Benevolent Society and its Board of Directors (for more information, visit the [MBS website](#)).





WHO WE ARE

Motivated by faith and concern for the elderly, the Mennonite Benevolent Society was formed in 1953 to provide housing and long-term care for seniors. Today we have 6 buildings on our beautiful 11.5 acre campus in the heart of the Fraser Valley. Menno Place offers a full range of housing and long-term care options for seniors from independent supportive living, to assisted living and complex care, and currently over 700 residents call Menno Place their home.

The values we embrace and live out at Menno Place revolve around a commitment to service: stewardship, excellence, respect, sanctity of life, innovation, compassion and encouragement.

See more about our campus on our [website](#).



OUR LENS

Seeing the issues of aging through a Christian perspective which includes respecting the sanctity of life.

OUR MISSION

We will be the innovative leader in senior living that empowers older adults to live well.

OUR VISION

To reflect God's love by providing facilities and services that express our commitment to excellent care and enable residents to live with hope and dignity.

OUR VALUES

STEWARDSHIP

We are trustworthy managers of our resources for the benefit of our residents, families and staff, and the long-term sustainability of our operations.

EXCELLENCE

We apply ourselves to learning and continually improving to the highest standards, demonstrating integrity as we apply professional ethics and Christian values in service to our community.

RESPECT

We honour and dignify all who live, work or visit our community through resident and family centred care.

VALUE SANCTITY OF LIFE

We demonstrate our commitment to the sanctity of life through exceptional, holistic palliative care until natural death.

INNOVATION

We open ourselves to creative ideas through colleagues, partners and God's leading.

COMPASSION

We extend God's care through kindness, empathy and graciousness.

ENCOURAGEMENT

We devote ourselves to instructing, supporting and building up one another by recognizing and celebrating excellence, effort and success.

KEY RESPONSIBILITIES

- Participate in setting operational policies including environmental conditions, resident & employee safety, labour relations, essential services planning and cost controls, as well as standards of care.
- Coordinate recruitment and selection processes related to external recruitment including advertising, screening/interviewing applicants, reference checks, making recommendations to managers regarding selection decisions, preparing terms and conditions of employment for new employees, etc.
- Coordinate health and safety programs: provide leadership to joint Occupational Health and Safety Committee, coordinate employee-injury reporting process, ensure accident investigation and follow-up, coordinate return-to-work programs and act as primary liaison with WorkSafeBC regarding health and safety issues.
- Assist managers/supervisors in interpretation and application of Collective Agreements (Hospital Employees' Union, British Columbia Nurses' Union and Employee Association of Menno Home) and statutory labour regulations (British Columbia Labour Code, Employment Standards Act and Human Rights legislation), as well as Terms & Conditions of Employment for Excluded Employees. Respond to grievances and represent the employer in labour/management matters.



- Oversee the attendance management program: assist with management of individual employee absenteeism, including casual employees' availability, and liaise with Insurance Corporation of British Columbia and other agencies as necessary.
- Review HR policies and procedures, recommend changes as necessary to ensure practices are current and appropriate and coordinate communication when there are changes.
- Answer enquiries from employees regarding specific terms and conditions of employment.
- Ensure that positions have current job descriptions and are appropriately classified.
- Coordinate the performance management process: provide managers/supervisors with relevant forms and resource materials, train managers/supervisors in performance management practices and processes, notify managers/supervisors of employees due for performance appraisals and assist managers/supervisors to counsel and/or discipline employees with performance issues, as necessary.



- Prepare statistical and trend analysis reports for managers/supervisors regarding absenteeism, injury-on-duty, etc.
- Provide education to management and staff on HR and general topics, and assist Department managers with staff education as required. Answer enquiries from employees.
- Oversee staff recognition programs and events such as staff barbeques and the annual Staff Appreciation Day, annual staff gifts, condolence/baby/etc. cards to employees, welcome/goodbye notices and events, etc.
- Assist managers/supervisors in workforce planning when required by providing job classification and pay rate information.
- Provide guidance and support to the organization on any issues pertaining to Freedom of Information/Protection of Privacy.
- Responsible for the supervision and support of the HR and Staff Scheduling departments.
- Collaborate with SafeCare BC and other external partners.
- Assume other related responsibilities as necessary.



ADDITIONAL QUALIFICATIONS

Health & Safety

- Is aware of their rights and responsibilities and follows all health and safety policies and procedures.
- Works safely to reduce the risk of injury to self, co-workers and residents.
- Is alert and reports all actual or potentially hazardous situations. Promptly seeks first aid as needed.
- Coordinates fire safety demonstrations and fire drills, and knows the facility fire and disaster plan.

All applicants for this job posting must provide satisfactory proof, or have such proof on file, that he/she has received the COVID-19 vaccination and any required COVID-19 booster vaccination. This requirement shall be waived if the applicant has not received the vaccination due to any legislated protected human rights grounds. In such a case, and upon presentation of sufficient proof, MBS shall make reasonable attempts to accommodate the applicant to carry out his/her role where possible recognizing that the health and safety of other employees and residents will be a priority.

OUR SEARCH TEAM



MARK KRAFT
LEADING THE SEARCH

Mark is a trusted and sought-after executive search leader, with over 20 years of combined experience in the public and private sectors. Bringing a deep level of care and commitment to his clients, Mark has successfully led over 100 executive talent searches across Canada, for roles ranging from CEO to CFO, to COO. With his breadth and depth of experience, Mark has become a respected advisor and go-to expert for non-profit, charity, and faith-based organizations looking to source top executive talent.

mark@nelsonandkraft.com
778.982.4427



JEFF PITCHFORD
SUPPORTING THE SEARCH

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.

jeff@nelsonandkraft.com
647.409.2922



RYAN FERNANDES
SUPPORTING THE SEARCH

Ryan brings over 15 years of progressive financial, people and global leadership experience across a broad spectrum of Fortune 500, private equity and private businesses ranging from CPG, automotive, food and beverage, and supplements. Having been both a candidate and a hiring manager with several executive recruiters, Ryan has the perspective to help a client clearly articulate their needs and wants as well as identifying a candidate who will excel in the role.

ryan@nelsonandkraft.com
416.278.9166

ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

Location: Abbotsford, BC

Application Deadline: April 13, 2023

Short List Interviews: TBD

Start Date: TBD

HOW TO APPLY

Please forward a PDF of your resume and cover letter to info@nelsonandkraft.com.

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.