



## NON-CONTRACT ROLE DESCRIPTION

JD3910

<b>ROLE TITLE:</b>	Recruiter	<b>ROLE DESCRIPTION NO.:</b>	01338
<b>DEPARTMENT:</b>	Recruitment	<b>HEABC REFERENCE NO.:</b>	18721067
<b>REPORTING TO:</b>	Manager	<b>HSCIS CODE:</b>	06060
<b>CLASSIFICATION:</b>	NCEM/Range 6	<b>JOB CODE:</b>	06060X

### ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager, HR Client Services, the Recruiter supports Managers by providing a variety of recruitment and onboarding services. Responsibilities include coordinating internal and external recruitment activities such as screening competitions, short listing applicants, participating on interview panels and processing new hire and onboarding data. The Recruiter ensures mandatory orientations sessions are completed by new employees and provides advice pertaining to employment issues including assessing candidate qualifications.

### DUTIES AND RESPONSIBILITIES:

1. Develops, implements and provides recruitment and on-boarding services for Managers encompassing multi-union and non-contract positions.
2. Collaborates with Managers to determine hiring needs and strategies to fill vacancies, ensuring hiring processes are in keeping with legal requirements including the provisions of the collective agreements and organizational policies.
3. Supports Managers in the recruitment and onboarding process by performing duties such as creating and processing job posting requisitions, pre-screening internal and external applicants, initiating and arranging interviews including developing interview questions, participating in interviews and completing reference checks. Supports Managers in offer management or confirmation of transfer.
4. Collaborates with hiring Manager around contacting and counselling internal and external applicants, providing employment information and guiding successful applicants through the hiring process.
5. Ensures that pre-employment screening, skills/health testing and criminal record reviews are completed as required. Ensures that appropriate professional licensure/registration is valid. Ascertains that prospective employees are legally entitled to work in Canada.
6. Ensures IM/IT access is set up for new employees and relevant Learning Management System computer training modules are completed by new employees.
7. Facilitates foreign recruitment processes where necessary according to required regulations.
8. Provides orientation and education to Managers around Recruitment and Onboarding processes and responses to related questions.
9. Performs other related duties as assigned.

### QUALIFICATIONS:

## **Education, Training And Experience**

A level of education, training and experience equivalent to a diploma in a related area such as Human Resources, Business Administration plus five years of related experience in a similar large, complex, multi-union organization.

## **Skills And Abilities**

- Understanding of and experience with collective agreements.
- Ability to communicate effectively both verbally and in writing with internal and external stakeholders.
- Ability to organize workload and establish priorities.
- Ability to work within an environment that includes high volume, frequent interruptions, multiple tasks and stringent deadlines.
- Ability to function effectively as a member of a team.
- Physical ability to perform the duties of the position.