



EST. 1989
VIRCS

Contractor: HR Coordinator (Trauma-Informed Practice)

Closing Date: November 15, 2024

Program:

Victoria Immigrant and Refugee Centre Society (VIRCS) – Organization-wide Support

Reports To:

Executive Director

Contract purpose:

This is a non-staff, independent contract role. The HR Coordinator contractor (Trauma-Informed Specialty) supports human resources across VIRCS, strongly emphasizing trauma-informed practices. This contract is critical in recruitment, staff development, conflict resolution, and fostering a positive workplace culture that prioritizes staff well-being and compassion fatigue prevention, contributing to the organization's mission of supporting immigrants and refugees.

Term of contract:

The contract is expected to deliver 20 hours of service per week, with an hourly rate of \$24 CAN.

The term is from November 16, 2024, to March 31, 2025, with the option to renew based on the positive performance assessment of contracted agreements and funding availability.

A **cleared criminal background check** is particularly relevant for working with vulnerable populations.

Key responsibilities and duties:

As the HR Coordinator contractor (Trauma-Informed Specialty) at VIRCS, you will:

Lead Trauma-Informed HR practices:

- Implement trauma-informed strategies to promote staff well-being and address vicarious trauma and compassion fatigue.
- Manage Recruitment & Onboarding: Coordinate recruitment processes, from job postings to interviews, ensuring inclusivity and trauma sensitivity. Guide the onboarding of new staff, focusing on creating a welcoming and supportive environment.
- Support Conflict Resolution: Provide trauma-informed conflict resolution, assist staff in addressing challenges, and ensure a harmonious workplace culture.
- Employee Development & Training: Organize staff training on trauma-informed care, anti-racism, de-escalation, and intercultural communication.

250-361-9433
clientservice@vircs.bc.ca
vircs.bc.ca



Victoria Immigrant & Refugee Centre Society (VIRCS)
1004 North Park Street
Victoria, B.C.
V8T 1C6
Business No. 892568783RR0001



VICTORIA SOCIAL INNOVATION
CENTRE



EST. 1989
VIRCS

- **Policy Implementation:** Support the development, revision, and implementation of HR policies related to bullying, harassment, sexual misconduct, and staff well-being. Ensure compliance with legal and ethical standards.
- **Confidentiality & Documentation:** Maintain up-to-date, confidential employee records and regularly report on HR metrics, including staff satisfaction and retention rates.

Qualifications:

- Bachelor's degree in Human Resources, Psychology, Social Work, or a related field.
- Certification in Trauma-Informed Care or Human Resources is an asset.

Professional experience:

- At least **two years of HR experience**, preferably in a **nonprofit or trauma-informed** setting.
- **Experience** working with **diverse cultural groups**, including **immigrants and refugees, is highly preferred.**
- Proven ability in **conflict resolution and staff development.**

Skills and competencies:

- **Trauma-Informed expertise:** Strong knowledge of trauma-informed care, including strategies for addressing vicarious trauma and staff well-being.
- **Communication skills:** Excellent communication and interpersonal skills, with the ability to engage empathetically with diverse staff and teams.
- **Organizational skills:** Strong organizational abilities to effectively manage recruitment, training, and policy implementation.
- **Cultural competence:** Commitment to inclusivity and understanding of diverse cultural backgrounds.
- **HR knowledge:** Proficiency in HR Payworks Modules, documentation practices, and legal compliance with Work Safe BC and the Employee Standards Act.
- **Problem-solving:** Ability to resolve conflicts in a sensitive and trauma-informed manner.
- **Ethical standards:** Strong knowledge of ethical standards working in a trauma-informed workplace.

Working conditions:

- **Office environment:** This role is based at VIRCS's office, which supports a multicultural and dynamic environment.
- **Schedule:** The contractor is expected to be available three days per week between the office hours of 8:30 and 4:30.
- **Flexibility:** Regular office hours with flexibility for occasional meetings or training sessions outside regular hours.
- **Inclusive setting:** VIRCS fosters a trauma-informed and inclusive workplace, ensuring accessibility and respect for staff diversity.





EST. 1989
VIRCS

Physical demands:

- Primarily office-based work involving regular use of computers and attendance at meetings.
- Minimal physical exertion is required, though some walking or travel within the local area may occasionally be necessary for off-site meetings.

How to apply:

- For additional information, please visit <https://www.vircs.bc.ca/job-openings>.
- We strongly encourage all interested and qualified candidates to apply, regardless of their backgrounds or circumstances. Please be aware that candidates must be legally eligible to work in Canada for the specified duration of the contract to be considered for employment. While we appreciate all applications, only shortlisted candidates will be contacted for further consideration.
- Please submit your application, **resume, and cover letter** before 10:00 p.m. Pacific Time on November 15, 2024, to: executivedirector@vircs.bc.ca
- VIRCS is committed to providing accommodations throughout the recruitment process. If you need assistance, please email us at clientservice@vircs.bc.ca.

