



POSITION: People and Culture Administrator

Employment type: Temporary, Part-Time, 0.6 FTE (24 weekly hours).

- Temporary position until November, 2025

Location: This position is hybrid-eligible, with a central office based out of Meadowlark Health and Shopping Centre

Schedule: You will have the opportunity to help select your work schedule within our core business hours, ensuring it aligns with your lifestyle and preferences.

Job Posting ID: PCN1024

Objective: Our vision is to provide the best primary care to our community. The People and Culture Administrator supports this vision by protecting a positive workplace culture, providing administrative and recruitment support, maintaining HRIS systems, and enhancing the overall employee experience. Reporting to the Director, People and Culture the People and Culture Administrator is responsible for managing employee data and coordinating key HR processes.

ABOUT THE EDMONTON WEST PRIMARY CARE NETWORK:

With a mission to support family physicians in improving primary care through relationships, collaboration and innovation, Primary Care Networks (PCN) are groups of family doctors who work with other health professionals to coordinate the comprehensive delivery of primary care services for their patients. Our team of health professionals include Nurses, Dietitians, Pharmacists, Behavioral Health Consultants, Social Workers and Exercise Specialists who collaborate to provide comprehensive primary care services for the community.

As part of the Business Excellence Team:

- ❖ You want to work in a small yet mighty organization, where you are not just a number, and you can impact real change in healthcare delivery in the local community.
- ❖ You are a **service-oriented, respectful, and engaged professional** who is dedicated to excellence in all Human Resources functions.
- ❖ You are a technology-forward individual who enjoys learning and leveraging new technology to facilitate problem solving and continuous improvement.
- ❖ You are passionate about Human Resources and are excited by the opportunity to grow your career as an HR professional.
- ❖ You are detail-oriented, enjoy administration and understand the importance of maintaining accurate records.
- ❖ You are eager to learn, open to feedback and want to be mentored by an experienced HR team to grow your career.

Qualifications:

- 1-2 years of experience in an HR or administrative role
- Previous experience in primary care setting is a strong asset but not required

Previous Experience:

- Must have administrative experience and high attention to detail.
- Working knowledge and experience using HRIS systems is preferred.
- Working knowledge and experience in ADP Workforce Now is an asset
- Familiar with Alberta Employment Standards and other applicable legislation.
- Experience with recruitment processes is considered an asset.
- Previous experience working in healthcare environment is an asset, although not required.

Our Team Enjoys:

- Ability to impact the community in a positive manner, with opportunities to collaborate with other disciplines.
- Competitive salary and benefits that focus on your well-being.
- Retirement Savings: up to 8% RRSP Matching Program.
- Extended health benefits including health spending account
- 3 weeks (6%) of annual vacation to start, increasing with your years of service.
- Additional PTO including sick time, personal time, and professional development
- Up to \$750 per year to fund your own professional development opportunities, in addition to EWPCN-directed training.

Variety in this position looks like:

Providing the best primary care to our community.



PEOPLE AND CULTURE ADMINISTRATOR

GROWTH AND DEVELOPMENT OPPORTUNITY WITH EXPOSURE TO A FULL SPECTRUM OF HUMAN RESOURCES FUNCTIONS



MANDATE: LEVERAGE COLLABORATIVE RELATIONSHIPS TO MAINTAIN A SUPPORTIVE, POSITIVE WORK CULTURE. ENABLE EWPCN STAFF TO FOCUS ON WHAT IS MOST IMPORTANT (PATIENT CARE) THROUGH INNOVATION AND A CONSISTENT, FAIR APPROACH

OCTOBER 2024

Applications

The posting will remain active until October 23, 2024, so we invite you to submit your application as soon as possible.

Thank you for applying to the Edmonton West Primary Care Network!

EWPCN is proud to be an equal opportunity employer committed to diversity, equity, and inclusion. We encourage applications from all qualified individuals, irrespective of background or identity.

Providing the best primary care to our community.