



## JOB POSTING

### Manager, Human Resources and Employment Support

<b>Location:</b>	Vancouver, BC	<b>Terms:</b>	25 hours per week (.6 FTE)
<b>Application deadline:</b>	August 31, 2016	<b>Start date:</b>	September 6, 2016
<b>Compensation:</b>	\$22-26 per hour commensurate with experience		

The Cleaning Solution is a growing Vancouver-based, contract cleaning social enterprise that employs work ready people living with mental illness as part of our workforce. Focusing on recruitment and post-employment support, you will be responsible for advancing our vision of offering quality employment in a supportive workplace environment. As a fun-loving, goal oriented professional, you'll bring care, compassion and resourcefulness to this position. You understand people and how work contributes to wellness and want to work in an organization where job accommodation is more than just a duty; but the key ingredient to success.

#### You will:

- Recruit new employees that have a passion for the cleaning industry
- Plan and evaluate employment support programming
- Secure training grants, pursue wage subsidy opportunities and manage community connections
- Provide direct post-employment support, lead wellness sessions and serve as a staff advocate on issues that may impact employment
- Develop human resource policies that will shape and strengthen our supportive workplace culture
- Deliver other elements of the employment support program as required

#### You have:

- Bachelor degree or equivalent in Human Resource Administration, Recreation Therapy, Social Work or related field.
- Demonstrated experience working with people living with mental illness
- Recruitment experience preferably in a rapidly growing organization
- Demonstrated experience in accessing mental health, housing, life skills community supports
- Demonstrated experience in engaging individuals in social events and activities
- Strong communication skills – active listening, written and oral
- A drivers license; a vehicle is an asset.

#### You are:

- Looking for a rewarding, part-time position and are settled into your career path
- Empathetic, personable, approachable and with the ability to provide non-judgmental support
- Interested in playing a leadership role in a unique and growing company
- A doer who takes initiative, a great time manager and self-disciplined
- A team player and computer proficient

This position reports to the Executive Director. Please submit your cover letter and resume by e-mail only to: [info@cleaningsolution.ca](mailto:info@cleaningsolution.ca)

*The Cleaning Solution is an equal opportunity employer and we sincerely thank all candidates for their interest. Only those invited for an interview will be notified. No phone calls please.*