

INTERNAL /EXTERNAL JOB POSTING
Employee Resource Administrator

General Description

Primary functions of the Employee Resource Administrator include coordinating and facilitating DSWI interviewing, staff training and orientations, working in coordination with the Staffing Supervisor, Outreach Team, and Community Access Program to ensure that staffing needs are being met, advocate and promote the wellness of employees, and to take an active roll in processing and preparing company benefit programs such as Alberta Blue Cross and RBC. The successful candidate must be diligent in the practice of staff confidentiality as they will be managing employee files and monitoring wage increases along with employee file requirements. Promoting a safe workplace to all employees is also necessary as the Employee Resource Administrator manages all company WCB claims. Other duties include acting as a back-up staffing personnel when staff shortages exists or if assistance is required.

Experience, Education, and Requirements

1. Applicant's will need to have a complete staff personnel file which includes: Medication Administration Training, Abuse Protocol, Emergency First Aid & Level A CPR, CPI, Criminal Record Check, Child Welfare Check, Valid Vehicle Insurance – with \$1,000,000 public liability, a Valid Driver's License, & Lift and Transferring.
2. Post Secondary Diploma/Degree, or equivalent formal/relevant education of 2 years and/or 2 years experience within the Human Services/Disabilities field.
3. Computer literacy skills, well developed writing/reporting skills in accordance with Quest Support Services documentation, well developed observation and interpretive skills to support judgment about issue resolution.

Essential Qualities

1. Having the knowledge and experience to understand what your role is, and to provide support, guidance, and direction to all staff employed by this agency.
2. Effective and above average communication skills with all management and employees of Quest.
3. Having an openness to gain further education and training when offered the opportunities to do so, and then applying that knowledge to your workplace.
4. Being flexible on occasion to attend various events, meetings or emergencies that may arise.
5. The Employee Resource Administrator will work closely as a team with: Director of Services, Associate Director: Employee Resource Center, Staffing Supervisor, Outreach and Community Access Program Supervisors, and the Front Desk Administrator.

HOURS: Monday to Friday : 8:30 – 16:30

HOURLY RATE: \$17.00 per hour

ONCALL SERVICES ROTATION: Will be required to be involved on the Quest On-Call services rotation.

CLOSING DATE: November 15, 2011

**APPLICANTS MUST SUBMIT A LETTER OF INTENT WITH REFERENCE NUMBER
& A RESUME TO:**

Robyn Scarfe

Associate Director: Employee Resource Center

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