

# Medicine Hat Catholic Board of Education

"Showing the Face of Christ to All"



## Competition # 372

### Human Resources & Benefits Officer

Full-Time (35 hours per week)

### Catholic School Board Office (Central Office)

Start Date: March 1, 2021 (earlier start date possible)

Closing date for applications: January 29, 2021 (noon)

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Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2600 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

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Description: This is a complex position that requires diversity in skills. This position requires an exceptional ability to manage the functions of Human Resources and Benefits and is considered a key position within the Division. The HR & Benefits Officer takes direction from the Secretary-Treasurer & Deputy Superintendent.

**Primary Duties will include but are not limited to:**

- Enrolment, Reconciliation, Termination and Reporting of the following benefit areas:
  - Alberta School Employee Benefit Plan, Alberta Teacher Retirement Fund, Group Retirement Savings Plan and Local Authorities Pension Plan
- New Employee Orientation, Employment Contracts, Administering requests to Advertise, Hire & Transfer
- Teacher Certification Coordination, WCB & Employee Family Assistance Program Administration
- Coordination and Management of the electronic Sub Call-Out System (ADS) Automated Dispatch System
- Management of employee data with the HR Suite of Software Systems

**Education & Experience:**

- The ideal candidate will possess a combination of education and experience with post-secondary certification directly relating to Human Resources and a minimum 5 years' experience.
- Certified Human Resources Professional (CHRP) designation an asset
- Knowledge of SRB Software, a Commissioner of Oaths and experience working for a public body would be an asset to the position.
- Exceptional organization and time management skills effectively demonstrating a high quality work ethic in a multi-task environment is required.
- Competency in the use of technology and technology integration of automated HR process including the use of Microsoft Office and Google Suite.
- General accounting knowledge with strong analytical skills with attention to detail.
- Demonstrated knowledge of employment legislation and current HR practices.
- The annual salary range is \$48,000 - \$65,000 commensurate with education and experience including a comprehensive benefit/pension package.

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the Division, will undertake to follow, both in and out of your employment with the Division, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

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Please reply with cover letter and resume, pastoral reference (if available) and reference contacts. Please reference the Competition # on the cover letter. A support staff application form must accompany your cover letter and resume.

**Support Staff Applicant:** Forms can be picked up at the board office or found online under Human Resources – How to Apply at [www.mhcb.e.ab.ca](http://www.mhcb.e.ab.ca)

**Apply by Mail, In Person or email to:** [chuck.hellman@mhcb.e.ab.ca](mailto:chuck.hellman@mhcb.e.ab.ca).

Cover letter will be addressed to: **Mr. Chuck Hellman, Deputy Superintendent**  
Medicine Hat Catholic Board of Education  
1251 - 1<sup>st</sup> Avenue SW, Medicine Hat, AB T1A 8B4

**Great Schools – Fantastic Staff – Exceptional Student Programming**  
**We thank all those that apply. Only those selected for an interview will be contacted.**