



**NORTHERN
HEALTH REGION**

*A Culturally Diverse
Organization*

CAREER OPPORTUNITY

RECRUITMENT OFFICER/REGIONAL TRAINER

Location: Flin Flon, MB

Facility: Flin Flon General Hospital

JOB POSTING NUMBER	FF-2024-588	POSITION CODE	300-6OSD-RTA_01
DEPARTMENT	HUMAN RESOURCES/ORGANIZATION & STAFF DEVELOPMENT		
JOB STATUS/FTE	Permanent / 1.0 FTE	ANTICIPATED SHIFT	Days (Mon-Fri) Occasional evening & weekend
WAGE RANGE	\$28.342 - \$32.856		

POSITION SUMMARY

This position is a unique opportunity to work within Recruitment and Organizational and Staff Development to support individuals through their employment journey with the Northern Region (NHR).

Represents the NHR as an Employer of Choice. Promotes healthcare careers, the NHR, and vacancies through attendance at and participation in career fairs, presentations and other related functions. Assists with the development of the recruitment plan, and implements and maintains processes that align with the plans initiatives. Coordinates the external recruitment process including job advertisements, competitions, selection and onboarding.

Responsible for providing training and administrative support to Organization & Staff Development (OSD) in collaboration with the OSD Team. This requires expertise in assessment/analysis, design, development, delivery, and evaluation of Northern Health Region (NHR) education programs for all employees in online, face-to-face, and blended formats. This position functions effectively in a dynamic and demanding environment utilizing time management, organizational skills, prioritization and effective communication.

QUALIFICATIONS

- Grade 12 education or equivalent
- Completion of post-secondary education in office administration, continuing education or human resources (suitable combinations of education & experience may be considered)
- Completion of a recognized Medical Terminology course, or obtain within twelve (12) months of commencing employment
- Certified Basic Life Support Instructor, or obtain within six (6) months of commencing employment; maintenance of certification is required
- Managing Food Safety Instructor, or obtain within six (6) months of commencing employment; maintenance of certification is required
- Valid Manitoba Class V driver's license, access to a vehicle, and willingness to travel year round
- Successful candidate subject to provide security checks in accordance with Security Checks for Employment Policy (HR-02-80). Waived for internal candidates with current checks on file.

For a full listing of qualifications please:

- **Internal Candidates:** Refer to the Job Description which is posted on the Intranet under Department/Human Resources/Job Description, then select the applicable department; or,
- **External Candidates:** Contact Human Resources to request a copy

Northern RHA strives to have a diverse workforce in an inclusive and accessible workplace, which provides opportunity for reasonable accommodation.

Indigenous applicants are encouraged to self-declare when submitting applications & resumes.

We thank all candidates for applying. Only those selected for interview will be contacted.

Using Google Chrome, Apply online at www.northernhealthregion.ca

OPEN UNTIL FILLED

Note: In the event of technical difficulties with the online application, please contact Human Resources at recruitwest@nrha.ca for assistance.