



## Talent Recruiter – 0.5 FTE Internal and External Opportunities Brief

<b>Position:</b>	Talent Recruiter – <i>(Non-Unionized)</i>
<b>Reports to:</b>	Director of Human Resources and Administration
<b>Location:</b>	2131 Gottingen Street
<b>Hourly Pay Scale:</b>	\$25.13 - \$27.18
<b>Work term:</b>	1 year term
<b>Hours:</b>	18.75 hrs./ week
<b>Deadline:</b>	October 8, 2024

### About NECHC

The North End Community Health Centre (NECHC) was established in 1971 in response to an absence of primary health care and other health services in Halifax’s North End. Located on Gottingen Street, we are in the heart of a unique and culturally diverse community. Today, governed by the North End Community Health Association, the NECHC is viewed by area residents as a “beacon of hope” in the community. Much more than a Primary Care Clinic, the NECHC has expanded in response to unmet needs of community members and is highly valued by its patients and clients and their families. NECHC provides services to those living on the margins of society, through MOSH, Housing First and a wide range of community outreach initiatives.

### Vision

Strong community - healthy people.

### Mission

We support health and well-being in our community through quality primary health care, education and advocacy in an environment in which people are treated with respect and dignity and there is equitable access to services and programs.

### Values

Respect. Community. Compassion. Excellence. Innovation



## Diversity, Equity and Inclusion Commitment

The North End Community Health Centre is committed to being an inclusive organization. We are working to ensure our organization represents the diverse people and communities we serve. Our position postings encourage members from the following communities to apply:

- 2SLGBTQIA++
- African Nova Scotian and/or people of African Descent
- Indigenous
- People with disabilities
- Language minorities
- People of Color and/or racially visible minorities
- Immigrant and refugee
- Connected to the North End of Halifax

In order to self-declare inclusion in equity groups please complete the self-declaration form available on our website at [nechc.com/jobs](http://nechc.com/jobs) and submit it with your resume and cover letter. Your declaration of membership in any of these equity groups will remain confidential.

## Job Purpose:

The Talent Recruiter will be responsible for supporting the full cycle hiring process for all the departments and programs with NECHC. Talent Recruiter will be responsible for sourcing and screening candidates that best fit the organization's future goals.

Talent Recruiter responsibilities include sourcing candidates through various channels and community partners, planning interview and selection procedures, and hosting or participating in career events. To be successful in this role, you should be able to develop long-term recruiting strategies and nurture trusting relationships with potential hires.

Ultimately, you will create strong talent pipelines for our organization's current and future hiring needs.

## Education and Experience:

- Experience as a Sourcing Specialist or Talent Acquisition; 1-2 years.
- Excellent communication skills
- Ability to prioritize and complete projects within the deadline.
- Hands-on experience with various selection processes like phone interviews and reference checks
- Ability to conduct different types of interviews (e.g. structured, competency-based, and behavioral)
- Familiarity with HR databases, applicant tracking systems, and candidate management systems.



- Familiarity with social media, especially LinkedIn
- Certification/ Diploma in Human Resources Management or ongoing study in the relevant field.

### **Position Responsibilities:**

The following duties reflect the broad scope of responsibilities but are not necessarily all-inclusive.

- Post job descriptions on career websites, Community partners, and university boards.
- Source candidates by using databases and social media.
- Evaluate and screen resumes and cover letters.
- Use recruiting tools like tests and assignments to assess candidates' skills.
- Schedule phone, team, and/or in-person interviews.
- Provide a shortlist of qualified candidates to hiring managers.
- Maintain a complete record of interviews and new hires.
- Stay up to date with current recruiting methods.
- Forecast quarterly and annual hiring needs by department.
- Foster long-term relationships with past applicants and potential candidates
- Conduct onboarding/orientation for new candidates.

### **Professional Knowledge, Skills, and Abilities**

- The ability to work positively within our diverse community showing sensitivity to those who experience poverty, discrimination, mental health challenges, and addiction is essential.
- Strong work ethic, positive team attitude, attention to detail, and a high degree of accuracy
- A professional client service attitude
- Commitment to diversity, equity, and inclusion
- Exceptional interpersonal and teamwork skills.
- Strong computer skills and proficiency with Microsoft Office.
- Ability to handle confidential information ethically and professionally.
- Sound problem-solving, planning, prioritization, and execution skills.

### **Judgement and Initiative:**

- Committed to lifelong learning and professional development.
- Ability to learn from mistakes.
- Adhere to policies and procedures.



North End  
**COMMUNITY  
HEALTH CENTRE**

## How to Apply

Those interested in applying for this position should send their cover letter and resume before January 28, 2025 at <https://nehc.easyapply.co/>

We thank all applicants for their interest, only those selected for an interview will be contacted.

**Note:** Vulnerable sector criminal record check is required for all NEHC employees working directly with clients, participants, and patients.