

## **Compensation and Benefits Administrator Job Description**

### **About DEWC**

The Downtown Eastside Women's Centre (DEWC) exists to support and empower women and children, living in extreme poverty in the Downtown Eastside of Vancouver, who are particularly vulnerable to violence, exploitation, injustice and injury. Through low barrier Drop-In Centers and Emergency Shelters, DEWC provides basic need services, programs, and specialized supports to over 700 women and children daily to help them survive the conditions that surround them.

### **Job Summary**

The Compensation & Benefits Administrator is responsible for managing all aspects of the DEWC employee compensation and benefits systems including payroll and benefits, staff scheduling, and maintaining personnel files in compliance with all legislative and regulatory requirements. Reporting directly to the Recruitment and Retention Manager, the Compensation and Benefits Administrator will work closely with the DEWC Administrative and Management Team to ensure smooth operations and accurate application of the HR functions. She will work from a feminist perspective and within an anti-oppression framework.

### **Key Duties & Responsibilities**

#### **Payroll & Benefits**

- Process payroll and ensure that all aspects of the payroll cycle are processed in a timely and accurate manner, including: processing, coding, and approving timesheets; updating employee numbers, employee hours, and ensure garnishments, overpayments, and/or employee advances are applied.
- Oversee and ensure all company benefits meet the requirements contained within the collective agreement and employment contracts and are communicated and applied accurately including the administration of employee enrolment, termination, and updates.
- Ensure DEWC employees are fully informed of wages, health and welfare benefits, and other employee entitlements such as vacation entitlement, and the company pension plan.
- Undertake interviews with staff temporarily or permanently leaving employment, or changing employment status, to review wages, benefits, vacation banks, and other employment terms and conditions which might also include the return of DEWC equipment, petty cash, and/or keys.

#### **OHS Responsibilities**

- Strong knowledge of BC's Occupational Health & Safety Act
- Perform in partnership with committee OHS Risk Assessments

- Oversee the OHS committee meetings are happening on schedule and monitor by implementing recommendations as needed.
- Ensure OHS Signage is displayed according to policies.
- Ensure effective training such as practices, policies and procedures.
- Promote a safety culture to eliminate Occupational Injuries & Illness
- Facilitate WSBC claims process from beginning to end.
- Participate with the OHS committee on an annual evaluation tool.

## **Human Resources Systems**

- Produce and maintain all work schedules for the Drop In Center and Night Shelter, including: maintaining the casual call-in phone list, posting seniority lists, receiving and processing staff vacation requests, and maintaining attendance records.
- Process Record of Employments, provides generic employee references, and confirmation of employment as requested.
- Responds to various related systems such as WorkSafe, EI, MPP, Extended Health & LTD, and BCGEU.
- Ensure compliances with collective agreement conditions including wages and benefits, annual employee reports, and CSSEA reporting.
- Keeps up to date with collective bargaining, employment standards, and other relevant acts and regulations ensuring organizations compliance with respect to wages and benefits.

## **Administration**

- Establishes employee file and facilitates the completion employee file checklist.
- Maintains and updates a record of staff trainings and certifications including expiry dates, ensuring training enrolment as required and established by DEWC.
- Maintains, records and updates staff security alarm codes, scan cards and keys, computer and phone passwords.
- Establish, maintain, and update personnel files and documents ensuring compliance to collective agreement conditions, DEWC policy and procedures, and PIPEDA including archiving HR documents and files ensuring their appropriate storage.
- Other related duties not specified that may be assigned from time to time.

## **Qualifications required:**

- Minimum 3 years related human resources administration experience preferable within a not-for-profit, unionized environment
- Demonstrated computer and IT aptitude including word, excel, and Quickbooks
- Knowledge of employment standards, and employment related acts & regulations.
- Efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- Excellent communication skills required, including the ability to work in a respectful and cooperative manner with co-workers, and centre members
- Must have a strong working knowledge of the issues impacting women in the dtes, including violence against women, mental health, homelessness, and addictions
- Candidate must work from strong feminist analysis and within an anti-oppression framework

- Conflict resolution skills and practice as well as crises intervention training and experience
- Ability to work within a chaotic environment and with a diverse community of women
- A First Aid certificate is required
- Candidate must undergo a criminal record check
- Women with addiction issues need to be at least 2 years clean and sober

Reports to: Human Resources Manager

### **Organizational Status**

The Downtown Eastside Women's Centre operates on the unceded & ancestral Musqueam, Squamish & Tsleil-Waututh Territories (*xʷməθkʷəyəm*, *Skwxwú7mesh*, and *səlílwətaʔ*), to provide a safe, non-judgmental environment for women from all walks of life, who live and/or work in the Downtown Eastside. To achieve this goal, the Centre provides supportive surroundings with meals, counseling, advocacy and programs which nurture and empower members. The Downtown Eastside (DTES) as a neighbourhood is well-known within Vancouver and even across Canada for its disproportionate levels of poverty and extreme marginalization. Home to populations made vulnerable including those who are homeless, mentally ill, and/or with addictions, it is also a place known for its creativity, community activism, and tenacity in the face of tremendous stigma.

DEWC staff are called to enhance connections and collaboration and promote an atmosphere of safety in all aspects of their work. DEWC acknowledges that our work environment is directly impacted by all forms of oppression and the impact of colonialism where staff will be witness to women's trauma and the consequences of injustice.