

# Bridges of Canada

## Affiliates Policy and Procedure Manual

**TITLE:** Recruitment/HR      **REPORTS TO:** Contract Administration  
Manager/Executive Director

**NUMBER:**BOC-006

**DATE ISSUED:** 14/09/2018

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Recruitment
  - a. Maintain up to date vacancy report
  - b. Recruitment in all regions of country via email and phone calls and face-to-face where available.
  - c. Work with Regional Directors on all recruitments needs
  - d. Ensure all potential candidates meet the Qualified Professional Official Representative (of his or her faith or spiritual community) (QPOR) requirements
  - e. Ensure all potential candidates have up-to-date resume demonstrating the Qualified Professional Official Representative (of his or her faith or spiritual community) (QPOR) requirements and mandate letter that meets criteria.
  - f. Schedule and participate in HR call.
  - g. Follow candidate through Hiring Process.
  - h. Ensure that candidate completes, signs and returns Contractor Reading Module before starting work at any institution.
  - i. Continuous recruitment efforts for ongoing backup needs.
2. Human Resources
  - a. Work with Chief Human Resource Officer, and Human Resources team, on all personnel related issues.
  - b. Participate in hiring of new employees.
3. Perform other related duties as assigned by immediate supervisor.

**EXPERIENCE:**

- **Bilingual**-oral and written proficiency in French and English is required.

**EDUCATION:**

*Education and Experience may be substituted for each other on a year-for-year basis as deemed applicable.*

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Employee Signature

\_\_\_\_\_  
Date

*Lori Costantino-Brown*

Lori Costantino-Brown, President