## ABOUT US

Turning Leaf is a non-profit, charitable organization that provides person-centered, crisis and treatment services to low and high-risk vulnerable and marginalized individuals living with mental illness and intellectual challenge in our community. Turning Leaf's support is customized to every individual's needs and risk level. We offer crisis-intervention and treatment services, community support, day program services, residential support (including emergency housing, 24-hour homes, cluster housing, and home share), a harm reduction program, clinical services, indigenous services and more.

***We are proud to be recognized as one of Manitoba's Top Employers of 2026. This honour distinguishes Turning Leaf as a leader in our industry, and as one of the top places to work in the province.***

## WHO WE SUPPORT

The participants of our programs are often deeply impacted by their circumstances which can become barriers to living safely and independently in the community. Trauma, homelessness, poverty, addictions, discrimination, sexual exploitation, societal stigmas, and lack of access to resources are some of the barriers our participants face every day.

## MAKE AN IMPACT

Being a part of the Turning Leaf team means you will have the opportunity to make a direct and positive impact on people's lives every day. The work is challenging in all the best ways and deeply rewarding. Many of our employees say they have found their life's purpose while working here.

Turning Leaf provides ongoing, meaningful training to ensure we remain an industry leader and that our employees have the skills and confidence to be successful in their careers. We are an organization that pledges to uphold a workplace culture of diversity, equity, inclusion, compassion, and respect.

We are growing more and more all the time and we are always hiring. If you feel called to be a part of the Turning Leaf team, please apply today.

## JOB SUMMARY

Reporting to the Human Resources Manager, the Recruitment Coordinator (Term) is responsible for managing full-cycle recruitment across assigned programs in Manitoba. This includes sourcing, interviewing, and onboarding new hires, practicum students, and internal staff. The role also supports HR operations by processing internal change requests, maintaining the organization's career website, advancing DEI initiatives, and ensuring compliance with employment standards. The Recruitment Coordinator plays a key role in enhancing candidate experience, strengthening employer branding, and supporting continuous improvement in recruitment processes.

## ESSENTIAL REQUIREMENTS

- 18 years of age or older
- Cover letter and updated resume required
- Minimum 2 years' experience in recruitment, administrative or similar roles
- Experience with HRIS and Applicant Tracking Systems (ATS) desired
- Knowledge of provincial labour laws, Employment Standard Codes, Manitoba Workplace Safety, Workers Compensation Board, current trends in HR and HR best practices
- Strong digital literacy, including Microsoft Office and HR technology platforms
- Demonstrated ability to manage multiple priorities in a fast-paced environment
- Commitment to diversity, equity, and inclusion in recruitment practices
- Clear Criminal Record Check with Vulnerable Sector Check and Adult Abuse Registry Check (no older than six months)
- Child Abuse Registry Check (no older than three months)
- Valid Standard First Aid/CPR Certification preferred
- Valid driver's license and access to a vehicle is required
- Three employment references

## QUALITIES AND QUALIFICATIONS

- Strong listening and conflict resolution skills.
- Excellent time management and organizational skills.
- Strong interpersonal and communication abilities, both verbal and written.
- Ability to build positive relationships with candidates, staff, and Internal/external stakeholders.
- Ability to effectively prioritize and adjust when needed.
- Proficiency in Microsoft Office Suite and HR technology tools.
- Detail-oriented with strong problem-solving and decision-making skills.
- Ability to work independently and collaboratively in a team environment.
- Adaptability to changing priorities and evolving recruitment needs.
- Professionalism, discretion, and integrity in handling confidential and sensitive information.
- Collaborative approach with the ability to consider and respect authority and other perspectives.
- High tolerance for change and a willingness to adapt in a rapidly growing and changing environment.

## SUMMARY OF JOB DUTIES AND RESPONSIBILITIRES

<u>Recruitment Activities</u>

- Manage full-cycle recruitment: Accountable for sourcing, screening, interviewing, reference checking, and onboarding candidates within agreed timelines.
- Conduct interviews: Responsible for facilitating structured interviews for new hires, practicum students, and internal staff, ensuring fairness and consistency.
- Develop and implement recruitment strategies: Accountable for creating and executing effective recruitment plans using job boards, social media, and networking platforms.
- Represent the organization externally: Responsible for promoting the employer brand at job fairs, community events, and recruitment-related activities.

<u>Recruitment Administration</u>

- Process internal change request forms: Accountable for timely and accurate updates to employee records.

- Maintain career website: Responsible for posting job openings, refreshing content, and ensuring alignment with employer branding.
- Ensure compliance with employment requirements: Accountable for collecting and verifying mandatory documentation (Criminal Record Check, Child & Adult Abuse Registry, Driver's Abstract) prior to onboarding.
- Maintain recruitment data and reporting: Responsible for accurate record-keeping and submission of weekly recruitment progress report and monthly recruitment metrics, to the Human Resources Manager.

HR Projects & Continuous Improvement

- Support HR projects: Accountable for providing analytical input and operational support in recruitment initiatives.
- Identify and resolve recruitment challenges: Responsible for recommending solutions and implementing process improvements.
- DEI initiatives: Accountable for embedding diversity, equity, and inclusion practices into recruitment strategies in alignment with the organization's strategic plan.
- Other duties as assigned: Accountable for completing additional responsibilities as delegated.

## BENEFITS

- Health Benefits (Full-time employees)
- GRRSP Program (optional)
- Paid Wellness Time (Full-time employees)
- Bereavement and Compassionate Care Time
- Employee Family Assistance Program (EFAP)
- Paid training (First Aid/CPR, NVCI, VPA, etc.)

## HOW TO APPLY

Applicants can express their interest by submitting a cover letter that clearly demonstrates why they are the ideal candidate (cover letters must cite specific examples congruent with the posting requirements) along with their résumé to careersmb@tlservices.ca. Posting will remain open until the position is filled.

Turning Leaf welcomes applications from people with disabilities. Applicants with disabilities may request reasonable accommodation relating to the materials used and/or activities throughout the application and selection process. We thank all applicants, but only those being considered for an interview will be contacted.

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*Turning Leaf Support Services is committed to fostering and upholding an inclusive workplace that reflects the diversity of the communities we serve, including Indigenous Peoples. We believe in creating opportunities for everyone to thrive by embracing diverse perspectives, experiences, and identities. We encourage candidates from Indigenous communities, minoritized groups, underrepresented groups, and all walks of life to bring their unique talents to our team.*