

## CAREER POSTING

<b>POSITION:</b>	Recruitment Associate – Bursaries
<b>DEPARTMENT:</b>	HR Services and Strategies
<b>DIVISION:</b>	Health Match BC

The Health Employers Association of British Columbia (HEABC) takes a provincial leadership role in human resources and labour relations issues management for BC’s publicly funded health care employers. HEABC is home to several provincial services and programs related to health human resources, including Health Match BC – BC’s provincial health care recruitment program.

Health Match BC is growing and expanding the recruitment services it provides for in-demand and priority occupations. This includes new recruitment services and supports for registered nurses. We are currently in need of new team members who have a passion for recruitment and customer service and a keen interest in making an impact across communities in BC.

The successful candidate may be permitted to work in a hybrid model (combination of in-office and flexible work location) and must live within commuting distance of our Vancouver office. The successful candidate must be fully vaccinated against COVID-19; proof of Vaccination is required.

For more information, visit [www.heabc.bc.ca](http://www.heabc.bc.ca) and [www.healthmatchbc.org](http://www.healthmatchbc.org)

## OPPORTUNITY:

Reporting to the Manager, Nursing Recruitment - Navigation Services, the Recruitment Associate, Bursaries provides specialized immigration support to internationally educated Health Professionals, in order to support their candidate journey to BC. The Associate will also deliver initiatives and projects aimed at increasing applications and registrations of health care professionals.

### Responsibilities include:

- Providing up-to-date, accurate information and advice to nurses and/or allied health professionals on employment in BC.
- Processing candidate information and applications for the relevant incentive/bursary program. Screening documentation to ensure applicants meet eligibility criteria
- Completing consultation calls with bursary applicants and prepares bursary agreements.
- In consultation with the Finance department, supporting the processing of bursary applications in a timely and efficient manner.
- Providing ongoing client service and support, including responding to queries, emails and phone calls.

### Required Experience:

- Successful completion of human resources diploma or relevant degree
- Minimum two (2) years of experience in a position requiring knowledge of recruitment practices, immigration matters or an equivalent combination of education, training, and experience (preferably in health care).
- Demonstrated customer service skills, along with the ability to provide specialized recruitment support services, including candidate management, supporting Federal/ Provincial government

application processing programs, and providing general immigration and temporary work visa information.

- Intermediate to advanced knowledge of Word, Excel, Access, PowerPoint, email, and relevant software and online systems (e.g. Zoom, Webinars).
- The ability to research and present issues, effectively prioritize work, make formal presentations, and communicate verbally and in writing.
- Some travel may be required

This position is well-suited to an individual interested in pursuing a career in an interesting segment of the public sector, and who values the opportunity to make a positive public contribution through their work.

#### **HOW TO APPLY:**

If you're looking for a fulfilling and challenging career within a dynamic organization, please submit a cover letter and resume outlining your experience to:

**Human Resources, HEABC**  
**300-2889 East 12<sup>th</sup> Ave**  
**Vancouver, BC V5M 4T5**  
**Email: [careers@heabc.bc.ca](mailto:careers@heabc.bc.ca)**  
**Fax: 604-736-2715**

*HEABC is committed to creating a diverse work environment that represents a variety of perspectives and skills, where all staff are treated fairly and equitably. We encourage qualified candidates from all races and ethnicities, all genders and sexual orientations, and persons with all abilities to apply. We take seriously our duty to create and sustain a culture that is healthy, accessible and rewarding for all staff, and recognize that the more inclusive we are, the better our work will be.*

The successful candidate must live within commuting distance of our Vancouver office and be fully vaccinated against COVID-19. Proof of Vaccination is required.

We wish to thank all applications for their interest and effort in applying; however, only those candidates selected for an interview will be contacted.