



Canada Homestay Network

Job Description – Recruitment Specialist

The Recruitment Specialist (RS) will contribute to the overall success of the Canada Homestay Network (CHN), by improving the consistency of recruiting and reliability of administration of various Human Resource Information Systems (HRIS).

The RS will be able to demonstrate personal integrity and transparent motives consistent with CHN's vision and mission. They will have a ready acceptance of their personal and corporate accountability for stewardship of the common good and perseverance to achieve satisfactory outcomes. This position regularly presents challenges in project management and time management. The RS will plan an integral role in ensuring that the hiring practices and processes support the recruitment of high potential talent for CHN.

Responsibilities include, but are not limited to:

1. Conducting day-to-day recruitment activities including: modifying and drafting job postings, and job descriptions, pre-screening, interviewing, reference checking, facilitating pre-employment requirement, and scheduling in-person interviews;
2. Maintaining accountability for their performance and decisions to the HR Manager (HRM);
3. Coordinating with the HRM all aspects of the hiring process and conducting due diligence prior to conferring with the HRM and Regional Director on hiring decisions;
4. Completing hiring documentation and assigning appropriate rates of pay consistent with candidate qualifications and experience in order to draft employment offer letters;
5. Providing advice and assistance to the HRM and leadership team, applicants, and other CHN employees regarding recruitment processes and procedures;
6. Liaising with different recruiting platforms and career fairs to attract prospective applicants if necessary;
7. Developing short- and long-term strategies and plans to attract and retain CHN staff to meet ongoing needs within the organization;
8. Coordinating tasks with other members of the CHN team when hiring and terminating employees, such as data entry on the CHN HRIS, providing timely information to payroll department and Remote National Trainer team, and coordinating with IT department to add or remove access to CHN's technical resources;
9. Conducting exit interviews to gain insight into possible system and recruitment improvements;
10. Setting up new employees on the CHN Extended Health and Benefits plan;



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managing changes to employee membership relating to leaves of absence, retirement, termination, marriage, divorce, changes to dependents, and so on; responding to staff requests for information; communicating with staff about renewals and changes to premiums; and recommending improvements and review of the plan periodically;

11. Keeping the HRIS up to date with any changes, and periodically view and action outstanding issues;
12. Managing vacation requests from all colleagues and coordinating with Regional Directors to ensure no overlap and ample coverage for each region through the CHN HRIS;
13. Managing CHN's Workers Compensation enrolments and premium remittances;
14. Attending CHN training seminars, workshops and AGMs;
15. Contributing to the further development of CHN's corporate and individual intellectual property, through suggestions for improvements in our systems and procedures;
16. Participating in CHN's quarterly performance review and planning process in consultation with the HRM and Managing Director;
17. Communicating with colleagues, clients, students and hosts on a regular basis following CHN policies and protocols for methods, timing and documentation of all such communications;
18. Maintaining data integrity in the company database and HRIS on a regular basis;
19. Performing any other duties assigned by the HRM or Managing Director of CHN.

The RS understands that CHN may, from time to time and in its discretion, change these responsibilities and this Job Description due to the organization's business needs.

The RS is also expected to:

- Submit, on a bi-weekly basis, claims for hours worked and related expenses;
- Maintain records of all kilometers traveled on behalf of CHN outside of their designated area (given approval to do so by CHN); and
- Retain copies of all receipts associated with such services as photocopying, postage etc. relating to CHN business.