



Voting Member: Yes



Reporting Manager:
President



TERM: 2 Year

The information given below is intended to provide an understanding and appreciation of the general role. The position description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the role. This will not change the character or purpose of the role but will be necessary to maintain the high standards of CMHA.

This position description may be altered from time to time to meet the changing needs of the Association.

POSITION OVERVIEW

Actively lead HR activities such as Diversity and Inclusion initiatives, policy and process revision, and communication. Responsible for complaint resolution and investigations as required. Work collaboratively with the CMHA Hockey Association (non-profit) including all diverse and dedicated leaders.

GENERAL DUTIES / KEY RESPONSIBILITIES

- Ensure Bylaws, Policies and processes are up-to-date and aligned with Hockey Canada, Hockey Alberta, CMHA Bylaws, and other key regulatory bodies (such as Alberta Health, Provincial/Federal Legislation) where applicable.
- Work with coaches, teams and parents to resolve conflicts and disagreements prior to escalation and to ensure appropriate mediation and/or investigation as required.
- Actively deliver training initiatives, support HR strategies, and counsel managers/coaches/Board of Directors through investigations and performance management.
- Targeted implementation of the Conduct Management Strategy including spearheading investigations and forming an investigation committee as needed. Determine the severity of offence and discipline and enforce consequences in alignment with Hockey Canada, Hockey Alberta, CMHA Bylaws and Policies and other key regulatory bodies.
- Ensure appropriate authorities are notified of abuse and harassment as required.
- Spearhead Criminal Record Check compliance as per policy.
- Provide training & development as required.
- Inform all Trainers on the proper procedure for and importance of injury reporting and ensure Incident Report Compliance. Notify all Trainers that it is their responsibility to properly and in a timely manner, file the injury reports with Hockey Alberta.
- Advise and communicate applicable Health and Safety Regulations as required.
- Maintain a complaint form and submission process for complaints.
- Retain complaint and investigation files.



Position Description Review Date: May 29, 2022

Board Approved (Y)