

# JOB OPPORTUNITIES FOR MEMBERS



## Representative Positions

Application Deadline: June 19, 2017

**WE ARE LOOKING TO BUILD up our staff team with people who have courage and commitment to help our members win in the workplace and in the community. When you work as a Representative for the Hospital Employees' Union you are a leader working for better working and caring conditions in B.C.**

**Do you have the skills needed** to enforce and improve our collective agreements, demonstrated leadership abilities and experience advocating for workers in a variety of situations?

**Can you help build** the skills and capacities of our members to win in the workplace and the community?

We are seeking applications from HEU members with **extensive activist experience** to fill casual Servicing Representative positions.

We have a priority to **broaden the diversity of our staff** complement by connecting with and recruiting members from equity seeking groups.

### Summary of Work

Representatives represent and advocate for the interests of HEU members by providing a wide range of advocacy services and by promoting and implementing the Union's policies and programs.

Representatives must be able to **work independently and collaboratively to solve problems**; showing empathy, confidence and leadership in their approach to the work. Representatives are dedicated and committed to the Union's goals and objectives.

### Duties and Responsibilities

The general duties and responsibilities of the Representative are as indicated but not limited to the following:

- Advise and assist locals in interpreting contract language, processing grievances and ensuring compliance with HEU's collective agreement(s). Mentors local stewards and activists and promotes the development of effective steward networks.
- Meet with employer representatives and participate in the mediation and negotiation of grievance settlements including disputes on classification and pay rates. Works to resolve health and safety concerns, attendance management issues and negotiate accommodation agreements. Confers with Servicing Director on referral of disputes to arbitration.
- Facilitate and assist locals to mobilize and organize members on key issues, in contract and strike campaigns and other labour or political campaigns.

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- Maintain up-to-date knowledge of labour and employment related legislation and assist locals in understanding and interpreting labour legislation and policies.
- Responsible for resolution of disputes through the intervention of the Industry Troubleshooter and acts as counsel for the Union at Expedited Arbitrations.
- Facilitate and assist with the organizing of new members.
- Assist local executives in establishing and maintaining effective union administration, guided by the HEU Constitution and By-Laws and complying with HEU policy and procedures.
- Prepare and conduct strikes and ratification votes and negotiate essential service levels.
- Assist and guide locals in preparing for and conducting strikes, demonstrations and other labour or political protests.
- Participate and encourage member involvement in HEU campaigns and campaigns of the national union, CUPE. Work with coalitions and community organizations to further HEU policies and programs.
- Act as facilitator at educational schools or seminars.
- Facilitate conflict resolution between activists in the locals.
- Participate and encourage locals' involvement at all affiliated labour bodies and at all political levels to further the interests of organized labour.
- Work to implement all policies and programs as approved by the HEU Secretary-Business Manager and HEU Provincial Executive.
- Undertake special tasks and assignments as required.

## Qualifications and Experience

- ✓ Five years or more as a shop/chief steward.
- ✓ Three years as a Local executive member.
- ✓ Three HEU courses.
- ✓ Two years or more of activism in the community/labour movement.
- ✓ Demonstrated ability to use Microsoft Word and other software.
- ➔ Or equivalent education and experience to meet our equity goals.
- ✓ Valid BC Drivers' Licence.

## To Apply

Please email your resume and a detailed letter, outlining how you meet the qualifications and experience criteria for the position, to Patti daSilva at [pdasilva@heu.org](mailto:pdasilva@heu.org) by **June 19, 2017**.

## Selection Process

**Candidates that meet the qualification and experience criteria will be interviewed.**

**Candidates that are not successful in the interview will be notified by email** and will, upon request, be provided with a full review of their performance in the interview process and a plan for overcoming the performance gaps going forward.