

# Servicing Internship For Members

## REPRESENTATIVE POSITIONS

Application Deadline: [January 14, 2022](#)

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**WE ARE LOOKING TO BUILD** 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 advocating for better working and caring conditions in B.C.



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

**Can you help build a team** of members with the skills and capacity to win in the workplace and the community?

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

**HEU is committed to Diversity, Equity and Inclusion** and will make it a priority to **broaden**

**the diversity of our staff** by connecting with and recruiting members from equity seeking groups.

**We are also advancing an agenda that promotes the hiring of young workers.**

**We are seeking applications** from HEU members to fill casual servicing internship positions at our Provincial Office, Victoria Office, Kelowna Office and Prince George Office sites.

Acceptance into the internship program is **not a guarantee of future employment.**

### Summary of Work

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

Representatives must be able to work both independently and in collaboration with others to solve problems by showing empathy, confidence and leadership. Representatives must be dedicated and committed to the Union's goals and objectives.

### Duties and Responsibilities

HEU interns begin their career in an entry level position. Through mentoring, education and experience, interns move through the representative progression.

The general duties and responsibilities of an HEU Representative are generally described in the following way:

>> *continued*

- Representatives promote occupational health and safety and work with locals to resolve health and safety concerns in the workplace.
- Representatives act as spokespersons for HEU when meeting with employer representatives on a broad range of issues such as, grievance settlements, classification disputes, attendance management, accommodations and occupational health and safety.
- Representatives advise and assist locals in interpreting contract language, processing grievances and ensuring compliance with HEU's collective agreement(s).
- Representatives mentor local stewards and activists and promote the development of effective steward networks.
- Representatives facilitate and assist locals to mobilize and organize members on key issues at the local level, in contract enforcement, health and safety and bargaining/strike campaigns and other labour or political campaigns.
- Representatives must be committed, and actively work, to promote diversity, equity and inclusion within HEU.
- 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 policies and procedures.
- Participate and encourage member involvement in HEU campaigns and campaigns of the national union, CUPE. Work with coalitions and community partners to further our shared objectives.
- Act as a facilitator at educational schools or seminars.
- Facilitate conflict resolution between activists in the locals.
- Work to implement all policies and programs as approved by the HEU Secretary-Business Manager and HEU Provincial Executive.
- Representatives may be required to travel through BC.
- As Representatives move through the Rep Progression they take on additional responsibilities.
- Work is performed under the supervision of a Director of Membership Services.

## **Qualifications and Experience**

- ✓ Demonstrated experience as a shop steward or other advocacy role.
- ✓ Demonstrated experience at the local level, with an HEU committee, with another union or, a progressive organization.
- ✓ Attended and participated in labour education (including HEU courses) or other training/ education emphasizing grassroots organizing and advocacy.

- ✓ Must have activism experience in the broader community, labour movement or other political organizations.
- ✓ Demonstrated ability to use Microsoft Word and other software.
- ✓ Ability to drive, preferred.
- ✓ Or, equivalent education and experience.

HEU encourages expressions of interest from members of communities that are marginalized or that experience structural discrimination including those identifying as Indigenous, workers of colour, young workers, women, workers with disabilities, and LGBTQ2S+ workers.

We strongly encourage applicants to self-identify in their application if they feel comfortable in doing so.

Woman

Worker of Colour

Indigenous worker

LGBTQ2S+ worker

Worker with disability

Are you a young worker (*under 33 years old*)?

## Selection Process

Candidates must meet the qualification and experience criteria to be considered for participation in the selection process.

Candidates not considered for the selection process will be notified by email.

Upon request, candidates that who are not selected, will be provided with a review of their application with HEU's Human Resources Coordinator.

As part of the pre-screening selection process HEU will be contacting HEU staff and others with whom applicants may have worked.

## To Apply

Please email your resume detailing your qualifications and experience along with a cover letter outlining why you want to become an HEU Representative to: [JobApplication@heu.org](mailto:JobApplication@heu.org) with subject line **Internship 2022** by no later than **January 14, 2022**.

