

HUMAN RIGHTS OFFICER 1 and 2

GENERAL

The Human Rights Officer is responsible for receiving, investigating and conciliating complaints received from the public throughout the Province, concerning allegations of violations of the Human Rights Act. This involves a wide variety of complex, difficult and sensitive cases. Determines whether or not discrimination under the terms of the Act actually occurred. Monitors institutional and organizational practices within the community to assure compliance with the provisions of the Act. Is involved in broad educational and research functions of the Commission. Frequent travel in the Province is necessary.

TYPICAL DUTIES

Receives and investigates complaints and determines whether it falls within the jurisdiction of the Human Rights Act.

Mediates and conciliates complaints of discrimination under the Human Rights Act.

Submit reports on case work activities to the Executive Secretary.

Prepare documented case files on each complaint matter.

Make recommendations regarding disposition of cases.

Assists in the development carrying out of educational programs to promote an understanding of rights and responsibilities under the Human Rights Act.

Conducts research into areas of concern to the Commission to assist in determining long range objectives.

Conducts community relations activities with community groups and participates in meetings as a resource person and makes speeches to large assemblies.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Ability to evaluate analytically and to use impartial judgment.

Able to communicate effectively orally and in writing.

Knowledge of Human Rights Act, Labour Legislation, provincial and federal rulings re human rights, civil rights, collective agreements.

Knowledge of investigative and conciliation techniques in the human rights field.

Ability to deal professionally with a wide variety of people from all walks of life such as company presidents, hospital administrators, personnel directors, union officials and employees representing a multitude of occupations.

Understanding and sensitivity to the basic principles of human rights legislation and inter-group relations.

Education, Training and Experience

University Degree/Social Sciences plus two years' work experience, preferably in dealing with the public or an acceptable equivalent combination of education and experience.

Promotion from Human Rights Officer 1 to Human Rights Officer 2 requires a minimum of one year's experience as a Human Rights Officer 1.

Physical Standards

Physically capable of performing the duties assigned.