**JOB POSTING**

Job Title: Full-Time Steward  
Bargaining Unit: British Columbia Nurses’ Union  
Term: Starting as soon as possible and ending May 31, 2022  
Posting Period: June 1 to 5, 2020

The B.C. Nurses’ Union is presently seeking stewards who are interested in becoming a full-time paid steward for:

Fraser Health Authority  
1.0 FTE  
Chilliwack (with Community)

Please note: This is a full-time position and members in this position will not participate as members of their Regional Executive. If you are currently a member of your Regional Executive you will be asked to step down from this role.

**Position Overview**

Under the direction as designated by BCNU, and in cooperation with the Regional Executive, the incumbent is responsible for increasing stewards' visibility within a worksite, and the BCNU’s visibility to the membership; acts as a steward coordinator in the worksites and provides leadership to the worksite steward team; and works collaboratively with, and keeps Regional Chair/Council Member up to date on significant and major issues within the worksite or area of responsibility.

**Key Responsibilities**

**Ensures effective member relations and communications**

- Communicates regularly with Regional Chairperson regarding the trends, issues, and overall vision of labour relations at the worksite;
- Works to build a sense of relationship between the members and the union through dialogue and communication and creates meaningful opportunities for members to participate, connect and contribute;
- Promotes a culture of health, safety and respect at the workplace, working collaboratively with members and other stewards;
- Educates members on the rights and processes contained in their collective agreement and on other relevant topics;
- Encourages and supports members to bring patient care concerns forward through the Professional Responsibility process;
• Coordinates and/or encourages member leadership and participation in BCNU campaigns at the worksite level.

**Contributes to and supports the effective performance at the worksite**

• Provides leadership and mentorship to the steward team; including the recruitment, training, and mentorship of new stewards, reviewing and planning worksite strategy, addressing educational needs and assisting in the development of the steward team, and to ensure that all members of the team are involved in worksite labour relations;

• Develops a respectful working relationship with the employer as a foundation for effective labour relations;

• Advocates and proposes solutions on issues of concern to members at Union-Management meetings.

**Ensures member interests are served in accordance with the organization’s mission and vision**

• Maintains a professional face for the union at the worksite or area of responsibility

• Investigates, prepares for and conducts grievance meetings, documenting the process and working with the BCNU Labour Relations Officer to move grievances forward;

• Works alongside members to advocate for health care workers’ ability to deliver quality patient care;

• Works with local membership and with representatives from other unions and community groups to identify, publicize and resolve BCNU members’ issues;

• Organizes campaigns or assists campaign stewards to organize campaigns around members concerns in the worksite and/or the region, and keep BCNU campaigns officers, including the PRF Office, informed of the progress of campaigns;

• Coordinates the steward team by establishing a process to enable a response to all urgent matters.

• Performs Article 6 work when necessary.

**Priority Duties**

1. Assist with activities that will increase BCNU visibility to the membership. For example, ward rep recruitment drives, bag lunch union meetings on specific topics, nursing week promotion events, etc. This includes assisting the organizing department and staff in organizing and supporting new members. Attend all Regional Meetings and Regional Education Sessions. Return all phone calls within forty-eight (48) hours.

2. Provide leadership and mentorship to the steward team, including recruiting new stewards, reviewing and planning strategy to address education needs, and assisting in developing a plan to ensure that all members of the team are involved in committee work.

3. Develop and increase relationships with management – including attendance at union/management meetings, establishing a steward schedule to enable a response to all urgent matters, and performing Article 6 work when management efforts to find stewards have not been successful or the matter is of the most serious nature.

4. Maintain a consistent method of tracking worksite issues that will ensure that the confidentiality and privacy rights of members are maintained. Develop and maintain an activity log for phone calls, contract interpretation, grievances, and DTAs, that will record issues, name of steward assigned to
the file, date file is started, the date it is closed and the outcome. The files must include all communication and documentation on the issue and be kept in a locked filing cabinet and maintained for 2 years.

**Hours of Work**

These positions are intended to be full time and to operate on a regular schedule from Monday to Friday, 7.5 hours per day.

**Qualifications**

The successful applicant must be an elected steward at a worksite and:

1. Demonstrate an ability to lead a team and motivate others while working collaboratively in a team environment.
2. Demonstrate time management and organizational skills.
3. Have proven ability to work independently.
4. Possess excellent written and verbal communication skills, including conflict resolution skills.
5. Demonstrate the ability to set boundaries and delegate.
6. Demonstrate experience dealing with contentious issues with management.
7. Have the skills and abilities to work with a diverse workforce.
8. Possess a thorough understanding of the Provincial Collective Agreement.
9. Be the successful applicant in a competition for the position.

**Compensation**

Compensation and benefits are according to the successful applicant’s existing classification under the NBA PCA, at a minimum Level 3 First Year wage rate, and as per policy 5.6.7 Full-Time Stewards.

**Other**

In future staff Labour Relations Officer positions, the BCNU will consider incumbents who have demonstrated strong labour relations practice in the full-time steward role. Please review the relevant policy, which contains the full particulars of the position.

*Note: Policy 5.6.7 & Policy 5.6.8 apply to these positions.*
How to Apply

If you are interested in this opportunity, please submit your resume and a letter of interest including your region and current Union activities. A reference is also required from your Regional Chair. Please use the reference form attached. You may also submit an additional two references to support your application.

Please submit your application by June 5, 2020 to hr@bcnu.org.