



Kina Gbezhgomi Child and Family Services (KGCFS) Employment Opportunity

KGCFS is a designated Children's Aid Society delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFS honours and supports our family's and community's inherent authority to care for their children based on unity, traditions, values, belief and customs.

HUMAN RESOURCES GENERALIST FULL TIME- PERMANENT POSITION

Reporting to the Human Resources Supervisor, the Human Resource Generalist provides progressive support to Kina Gbezhgomi Child and Family Services (KGCFS) in all aspects of human resources, including: human resource planning and policy development, management and administration, recruitment, pension and benefits plan administrative support, and reporting.

QUALIFICATIONS:

- Must possess an accredited University Degree in a field related to Human Resource Management, such as Public Administration, Business Administration, Commerce, or Psychology.
- Must have at least three (3) years of successful related experience within an office administration environment with progressive levels of responsibility.

Deadline: Wednesday, September 28, 2016 at 4:00 PM.

To review the full job description and qualifications, please visit our website at www.kgcfs.org/employment.

Your application which will include a cover letter, resume and three reference letters (two employment related from recent employers) can be sent to:

Kina Gbezhgomi Child and Family Services (**Confidential**)
Attention Human Resources: APPLICATION (NAME POSITION)
98 Pottawatomi Avenue, Wikwemikong, Ontario P0P 2J0

By Fax: 705-859-3629
By Email: hr@kgcfs.org

All applications are appreciated; however, only those candidates selected for an interview will be contacted. Successful applicants will be required to submit the following: Police Vulnerable Sector Check, Driver's Abstract and Valid G Driver's License.