



Dnaagdawenmag Binnoojiiyag  
CHILD & FAMILY SERVICES

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Child & Family Services  
517 Hiawatha Line  
Hiawatha First Nation, ON  
K9J 0E6

**Employment Opportunity**  
**Recruitment & Training Coordinator**  
**Two Year Contract**

**Purpose of the Position:**

Reporting to the Human Resource Manager, the Recruitment & Training Coordinator is responsible for the recruitment of new staff, training under the legislated new worker authorization process for mandated protection workers, public engagement and other administrative tasks as required.

**Responsibilities:**

**1. Recruitment**

- Coordinate recruitment activities:
  - a. Post and advertise for job openings.
  - b. Maintain resume and applicant profile database.
  - c. Screen resumes and employment applications.
  - d. Schedule and coordinate candidate interviews.
  - e. Verify applicant references, certifications, licenses, and educational credentials.

**2. Training**

- Plan, coordinate and administer all aspects of training programs for all staff as required.
- Assess training needs, schedule and coordinate training courses with internal and external training providers.
- Keep record of attendees and all documentation related to the training.
- Coordinate, schedule and monitor re-certifications as required.
- Track, communicate and ensure DBCFS authorized worker numbers will be sufficient for Designation.

**3. Public Engagement & Networking**

- Deliver information about DBCFS's human resource needs to community members throughout the catchment area with regard to: employment opportunities (current, short-term, long-term), salary ranges for the various careers, educational requirements for various positions, experience requirements for various positions, etc.
- Develop a strong network between DBCFS and employment, training and education officers throughout the catchment area to improve their knowledge of DBCFS and ongoing human resource needs.
- Develop a strong network between DBCFS and high schools, colleges, universities and training institutes to ensure DBCFS is recognized as a quality employer for career path guidance and referrals of promising social work graduates.

**4. Administrative**

- Liaise between employees and management in a courteous and professional manner.
- Regularly liaise with Director of Services about training and recruitment needs.
- Prepare department reports as requested.
- Lead special projects as assigned.

**5. Other Duties**

- Ensures the effective implementation of other duties as determined by the Human Resource Manager.

## Preferred Requirements

The successful applicant should have:

- a post-secondary degree or diploma in human resources, or a combination of experience and training
- a minimum of 2 years related experience in Human Resources
- ability to work flexible hours;
- ability to travel, possess a valid class "G" driver's license and a reliable vehicle with \$2 million liability insurance;
- an acceptable Driver's Abstract;

## Knowledge Requirements

The successful applicant will have:

- a strong knowledge base of the required training process for protection workers
- a good understanding and working knowledge of HR policies and procedures and employee relations
- excellent verbal and written communication skills with a positive attitude
- the ability to exercise discretion and confidentiality
- interpersonal, analytical and organizations skills with attention to detail
- demonstrated aptitude for continuous learning and innovative thinking
- have a solid background in the use of computers with specific knowledge of MAC computers and applications including Microsoft Office suite

## Ability Requirements

The successful applicant will demonstrate ability to:

- relate effectively to staff and management as a diplomatic and flexible team player
- work effectively with the management and staff of other programs/agencies
- ability to work independently with initiative and leadership
- exercise good judgement, analytical, and decision-making skills
- work flexible hours as required
- provide an acceptable CPIC and VPSS

**Salary: \$45,000 - \$50,000**

**Closing Date: Open Until Filled (First Screening: Wednesday, May 3, 2017, 12:00 noon)  
Only those selected will be contacted for an interview.**

For full Job Description please email [careers@binnoojiiyaq.ca](mailto:careers@binnoojiiyaq.ca)

**Please send DBCFS Employment Application, cover letter, resume and 3 work related references to:**

Laurie Paudash, HR Manager  
Dnaagdawenmag Binnoojiiyaq Child & Family Services,  
517 Hiawatha Line,  
Hiawatha First Nation, ON, K9J 0E6  
Fax: 705-295-7137  
Email: [careers@binnoojiiyaq.ca](mailto:careers@binnoojiiyaq.ca)

## Notes:

1. Persons of Aboriginal ancestry and members of DBCFS First Nations are encouraged to apply and identify themselves in their cover letter.
2. Job description subject to Board approval.