



NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

HUMAN RESOURCES ASSISTANT

FULL TIME – PERMANENT

NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury and is seeking to hire a **Human Resources Assistant**. This position will be located at our Head Office in **Batchewana First Nation**.

Overview of Responsibilities

Reporting to the Director of Human Resources, the Human Resources Assistant is responsible for providing administrative support to the Human Resources Department and assisting with the development and delivery of strategic human resources initiatives and activities.

QUALIFICATIONS

Education and Experience Requirements

- Diploma in Business Administration, Human Resources or equivalent field
- Certificate in Human Resource Management is preferred and would be an asset
- Two (2) years' experience in the human resource field, preferably in an Anishnawbek organization
- Experience providing human resource administration assistance
- Experience working with various office systems and equipment
- Experience working with Aboriginal people, organizations and communities

Knowledge Requirements

- Knowledge of Employment Standards Act, Ontario Human Rights Act, Occupational Health and Safety Act and other relevant human resources legislation
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of external services and service agencies
- Knowledge of best practices in administrative processes
- Knowledge and understanding of human resources administrative processes

Special Skills & Abilities

- Advanced computer skills with MS Office software and HRIS software
- Strong interpersonal skills and the ability to work with all levels of employees in a professional manner
- Excellent customer service skills
- Excellent oral and written communication skills
- Excellent planning and organizational skills
- Excellent administrative and research skills
- Excellent time management skills
- Excellent attention to detail
- Excellent problem solving skills
- Ability to work within a team environment
- Ability to take initiative and work independently
- Ability to meet deadlines and administer multiple priorities in a fast-paced environment
- Ability to accurately and efficiently record and develop meeting minutes
- Ability to develop professional documents
- Ability to work flexible hours
- Ability to display a positive, helpful attitude
- Ability to adapt to change
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Salary Range: \$41,019.00 – \$50,386.00

Please submit a job related resume and cover letter along with three work related references by,

Thursday, December 7, 2017 – 4:00 p.m.

Hiring Committee

Nogdawindamin Family and Community Services
210B Gran Street, Batchewana First Nation, ON P6A 0C4
FAX (705) 946-3717
hr@nog.ca

Preference will be given to applicants of native ancestry.

Incomplete or late applications will not be accepted

We thank all applicants for their interest; however only those selected for an interview will be contacted.

A full job description is located on our website at www.nog.ca