



# Kina Gbezhgomi Child and Family Service

## EMPLOYMENT VACANCY – Island

### Human Resources Administrative Assistant

Internal and External Posting

Kina Gbezhgomi Child and Family Services (KGCFs) is a designated Children’s Aid Society delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin.

**Vision Statement**

Kina Gbezhgomi Child and Family Services will honour and support our family’s and community’s inherent authority to care for their children based on unity, traditions, values, beliefs and customs.

**Mission Statement**

Our services ensure children are protected and stay connected with their culture, language and community while strengthening family and community relationships.

**General Description**

Reporting to the Human Resources Supervisor, the Human Resources Administrative Assistant (HRAA) is primarily responsible for providing administrative support to the Human Resources Department. The HRAA will be required to both take direction and work intuitively to support the completion of the department’s goals and objectives. The HRAA will work in a professionally and culturally appropriate manner that is consistent and cognizant of the KGCFs philosophy and local Anishinabek customs and traditions.

**Duties and Responsibilities**

- Provides administrative and works cooperatively with team members to support completing the Human Resource Department work plan and actively participates in the department’s strategic planning sessions.
- Assists with drafting employee correspondence, such as letters of offer, employment agreements, memorandums and other correspondence as required.
- Assists with assembling material for orientation sessions for all new employees, and ensures that required employee information is obtained and secured within the employee’s personnel file.
- Prepares financial, expenditures and payment authorization forms, and administrative documents for authorization by the Supervisor, such as invoices, purchase orders, etc.
- Employment Agreements, Job Descriptions, Disciplinary, Salary Documentation and other required documentation.
- Completes internal and external correspondence, legal documents, form letters and other documents, and distributes them as directed.
- Prepares and maintains meeting agendas, records and distributes meeting minutes.
- Assists the Human Resources Supervisor in preparation of Board of Directors briefing notes/recommendations as required. These may consist of recommendations for Board approval of new job descriptions, postings, evaluations, cultural initiatives, disciplinary action, and various staffing reports/updates.
- Provides administrative support to ensure Health and Safety compliance and initiatives of the employer are met as required in the Occupational Health and Safety Act.
- Liaising with the Human Resources Supervisor on all human resource matters.
- Liaising with Finance Department to ensure Payroll’s timely implementation of all agreed employee compensation, including any approved Salary Adjustments documents.
- Works closely in conjunction with the Pension and Benefit providers to ensure enrolment and de-enrolment documentation is accurately maintained.
- Completion of monthly, quarterly and annual reports to the Human Resources Supervisor.
- Administratively support to the Finance Department to ensure the completion of all required internal and external Pensions and Benefits reports.

**QUALIFICATIONS**

**Education and Experience**

- An accredited college diploma in Business Administration or related discipline.
- Minimum of 2 years’ experience in relevant administrative position in a First Nations social service agency.
- Previous experience in the delivery of human resource is an asset.
- Ability to speak Anishinabemowin is preferred and is a definite asset.

**Requirements**

- Understanding and awareness Aboriginal Child Welfare sector is preferred
- Must be willing to participate in the activities, events and circles for the acquisition of cultural competence
- Knowledge of human resources administration in a 90+ employee sized organization
- Strong communication skills, including written, verbal, and presentation
- Understanding and awareness of a First Nations employment environment
- Ability to work flexible hours as required
- Must be proficient in the use of Word Processing, Database, Spreadsheet and E-mail applications
- Knowledge of KGCFs member First Nation communities as well as the local customs and traditions

**Conditions of Employment for Successful Candidate:** Satisfactory reference checks, Submission of Police Vulnerable Sector Check and CPIC Driver’s Abstract Valid Class “G” Driver’s License.

**Deadline: Thursday December 14, 2017 @ 3:00 pm**

To review the [complete job description and qualifications](#), please visit our website at [www.kgcf.org](http://www.kgcf.org) KGCFs offers competitive wages, opportunities for training, along with excellent benefits and pension. Please submit a cover letter, detailed resume and 2 work related references, along with 1 character reference to:

Kina Gbezhgomi Child and Family Services (**Confidential**)  
Attention: Human Resources  
98 Pottawatomi Avenue, Wikwemikong, Ontario P0P 2J0  
By Fax: 705-859-3629 (Main Office) or By Email: [hr@kgcf.org](mailto:hr@kgcf.org)

KGCFs services are highly specialized in the approach to the delivery of Anishinabe child welfare in our area, preference will be given to Anishinabek candidates (please self-identify). All applications are appreciated; however, only those candidates selected for an interview will be contacted.

Posted: December 1, 2017