



# 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. *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.*

## HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

1 Vacancy – 2 Year Contract Full Time//Internal & External Posting

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.

### QUALIFICATIONS:

#### Education and Experience

- An accredited college diploma in Business Administration or related discipline
- Minimum of 2 years' experience in relevant administrative position preferably in a First Nations social service agency
- Previous experience in the delivery of human resource is an asset
- Ability to speak Anishinaabemowin 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 congruence
- Knowledge of human resources administration in a 100+ employee sized agency
- 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

**Deadline: Monday May 7, 2018 @ 3:00 pm**

To review the full job descriptions and qualifications, please visit our website at [www.kgcf.org/employment](http://www.kgcf.org/employment) KGCFs offers competitive wages and excellent benefits. Please submit a cover letter, resume and three reference letters (two from recent employers) to:

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

*In consideration of our cultural approach to the delivery of Anishinaabe child welfare in our area, preference will be given to Indigenous/Anishinabek candidates (please self-identify). Miigwetch to all applicants we will only those selected for an interview. The successful candidate will be required to submit the following: CRC, Vulnerable Sector Check, Driver's Abstract and Valid G Driver's License.*