



Kina Gbezhgomi Child and Family Services

EMPLOYMENT OPPORTUNITY

Position: HR ADMINISTRATIVE ASSISTANT

1 Contract Position located in Wikwemikong, Ontario, (2-year Contract)

Salary Range: Will commensurate with education and experience

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. KGCFs honours and supports our families' and community's inherent authority to care for their children based on unity, traditions, values, belief and customs.

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 & 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.
- 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:

- 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 resources is an asset.
- Ability to speak Anishinabemowin is preferred and is a definite asset.

PLEASE REVIEW THE FULL JOB DESCRIPTION AND QUALIFICATIONS ON OUR WEBSITE www.kgcfs.org/employment

Deadline: Friday, July 27, 2018 - 4:00pm

The Employer offers a competitive salary along with excellent benefits and OMERS pension plan. Please submit a cover letter, resume and three reference letters (two employment related from recent employers) to:

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

By Fax: 705-859-2195 or By Email: hr@kgcfs.org

KGCFs services are highly specialized in the approach to the delivery of child welfare in our area, preference will be given to Indigenous/Anishinabek candidates (please self-identify). Miigwech for your interest, we will only contact those candidates selected for an interview. The successful candidate(s) will be required to submit the following: Police Vulnerable Sector Check, Driver's Abstract and Valid G Driver's License.