



Dnaagdawenmag Binnoojiiyag

Child & Family Services

517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6

Employment Opportunity

Recruitment Specialist - Hiawatha (1 Year Contract)

Purpose of the Position:

Reporting to the Human Resources Manager, as part of the HR team, the Recruitment Specialist is responsible for the recruitment of new staff, public engagement and other administrative tasks as required.

Responsibilities:

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.

Public Engagement & Networking

- a) 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.
- b) 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.
- c) 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.

Education and Experience:

- 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;

Accountabilities:

- Ability to provide an acceptable Driver's Abstract;
- Ability to provide an acceptable CPIC with VPSS;
- The employee is required to provide their own vehicle for used on the job;
- Provide Dnaagdawenmag Binnoojiiyag with evidence of your valid Ontario Driver's License;

- Provide proof of liability insurance coverage for at least \$2,000,000.00 which must include coverage for the transportation of children.

Work/Knowledge Requirements:

- Understanding of various cultures and cultural communities such as Francophone, First Nations, Métis, and Inuit (FNMI) communities;
- Ability to understand and work with various other communities appreciating cultural differences and diversity;
- Extensive knowledge of the broader service system for children and families, including flexible funding resources;
- Ability to work as a team using a solution focused approach with families and other team members while always working to move the team towards the achievement of the family's goals, and creating a culture of collaboration;
- Ability to facilitate the development of integrated functional team goals that are specific, measurable, achievable, realistic, and time based;
- Appropriate independence using strong judgement skills to access supervision as required;
- Strong organizational skills with respect to time and ability to prioritize workload and work tasks;
- Thorough understanding of privacy and the obligation to maintain confidentiality as set out in legislation and Dnaagdawenmag Binnoojiiyag's policies and procedures;
- The ability to effectively support families who may be experiencing significant emotional distress.

Starting Salary: \$60,506.00 - \$66,569.00 Dependant on Education and Qualifications.

Closing Date:

- Friday November 20th, 2018
- Incomplete or late applications will not be considered;
- Only those selected will be contacted for an interview.

Please send:

- Application for Employment (available at www.binnoojiiyag.ca). Please indicate preferred location in your application;
- Cover letter and Resume (include 3 work related references) to:

Cheryl Benstead, Recruiting and Training Coordinator
Dnaagdawenmag Binnoojiiyag Child & Family Services,
517 Hiawatha Line,
Hiawatha First Nation,
ON K9J 0E6
Fax: 705-295-7137
Email: careers@binnoojiiyag.ca

Notes:

- Persons of Indigenous ancestry and members of Dnaagdawenmag Binnoojiiyag First Nations are encouraged to apply;
- For a full job description and any questions please email: careers@binnoojiiyag.ca