



Dnaagdawenmag Binnoojiiyag
CHILD & FAMILY SERVICES

Dnaagdawenmag Binnoojiiyag Child & Family Services

517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6

Employment Opportunity

HR Assistant (1 year Contract) – Hiawatha First Nation

Purpose of the Position:

Reporting to the Director of Human Resources, the HR Assistant is a hands-on member of the Human Resource Team who is responsible to help facilitate HR functions. Responsibilities include providing administrative and support services to the Human Resources Team. The HR Assistant will also provide support to ensure that administrative systems are functioning effectively and efficiently in the smooth implementation of Dnaagdawenmag Binnoojiiyag services for staff, clients, visitors and the public at large.

Responsibilities:

- Assists with establishing and maintaining computerized and manual filing systems as required.
- Assists with the collation and maintenance of computerized monthly tracking and other computerized documents.
- Assists with the collation and maintenance of monthly and quarterly statistical reports, quarterly financial reports, budget submissions and year-end reports.
- Prepare and coordinate documentation related to hiring, compensation, benefits and employee relations.
- Prepare, key in, update, edit and proofread correspondence, requisitions, invoices, presentations, brochures, publications, budget spreadsheets, policies, reports and related material from electronic documents, and handwritten copy.
- Liaises with other service providers as deemed appropriate.
- Prepare agendas meeting packages, and minutes of meetings as requested.
- Coordinate, organize and confirm meetings, conferences, training sessions, travel arrangements, special events, as required.
- Participates in the Joint Health & Safety Committee as well as the completion of associated assigned tasks.

Other Duties:

- Maintain the strictest confidentiality at all times.
- Ensures the effective implementation of other duties as determined by the Director of Human Resources.
- Digitize Dnaagdawenmag Binnoojiiyag historical documents.
- Special projects, assigned tasks and additional regular duties as assigned.

Preferred Requirements:

The successful applicant will have:

- College diploma in Human Resources or related field OR Grade 12 education with a minimum of five years HR support experience substantially similar to this position's responsibilities as listed;
- Possess a valid class "G" driver's license, access to a reliable vehicle and proof of two million liability insurance on vehicle;
- Provide an acceptable Criminal Police Information Check (CPIC) with Vulnerable Person Sector Search (VPSS);
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the "Sixties Scoop" upon them is essential.

Experience/Skills:

- 3-5 years' experience in Human Resource related role or senior administrative role.
- Exceptional communication skills at all levels of the organization (oral and written).
- Attention to detail, high level of accuracy and comprehension of Human Resource processes.
- Demonstrated organizational and problem solving skills.
- Ability to work independently while contributing towards a team environment.

Knowledge Requirements:

The successful applicant will:

- Have knowledge of standard office procedures.

- Have extensive knowledge of computers and standard computer software programs (e.g. Excel, Word).
- Working knowledge of a variety of office equipment: fax, photocopier, scanners, etc.
- Knowledge of the cultures and significant characteristics of Dnaagdawenmag Binnoojiiyag communities.

Ability Requirements:

The successful applicant will demonstrate ability to:

- Effectively and efficiently use relevant computer software and other office equipment (e.g. copiers, scanners, etc.)
- Work cooperatively with other staff, management and the Board of Directors.
- Relate effectively to community members.

Starting Salary: \$44,000.00 - \$53,012.00 on qualifications and experience

Closing Date:

February 22, 2019.

Only those selected will be contacted for an interview.

For Application to be considered please submit:

Application for Employment - available at www.binnoojiiyag.ca

Cover letter and Resume

3 work related references

Carrie Wilson, Recruitment 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 Aboriginal ancestry and members of DBCFS First Nations are encouraged to apply.

For a full job description and any questions please email: careers@binnoojiiyag.ca