



NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

EMPLOYMENT OPPORTUNITY

NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child Youth and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire a:

**PERMANENT FULL-TIME
HUMAN RESOURCES ASSISTANT – LOCATION TO BE DETERMINED**
Salary Range: \$45,708.00 to \$56,145.00

Job Summary

The Human Resources Assistant will support Agency mission, vision and values through the provision of assistance in the management of human resources. The incumbent will assist in the development and implementation of policy and procedures, recruitment, orientation and training, payroll, health and safety, attendance management, disability management, and other areas as directed.

Qualifications

- Post-secondary degree or diploma in Business Administration or Human Resources
- Experience in Human Services an asset
- Certified Human Resources Professional (CHRP) Designation or actively working towards achieving designation
- Candidates with other academic qualifications and related experience plus demonstrated ability may be considered

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Ability to understand and speak Anishnaabemowin is a definite asset
- Must provide a Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Nogdawindamin Family and Community Services has been in operation for over 25 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. **JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

Please submit a job related resume and cover letter along with three work related references by:

Friday, September 13, 2019 – 4:00 pm

Hiring Committee

Nogdawindamin Family and Community Services
210B Gran Street, Batchewana First Nation, ON P6A 0C4
FAX (705) 946-3717 Email: hr@nog.ca

Preference will be given to applicants of native ancestry.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

A full job description is located on our website at www.nog.ca