



KINA Gbezhgomi Child and Family Services
Location: Sudbury/Manitoulin

Kina Gbezhgomi Child and Family Services (KGCFs) is a designated Child Welfare Service 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, beliefs and customs.

We invite applications consisting of a resume detailing education, work experience, cultural participation, and volunteerism for the position of:

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT
(2) FULL-TIME PERMANENT POSITION
LOCATION: SUDBURY/MANITOULIN

Salary: \$49,572 - \$60,967

The Human Resources Administrative Assistant (HRAA) is primarily responsible for providing administrative support to the Human Resources Team. The HRAA will be required to both take direction and work intuitively to support the completion of the agency'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:

- 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 resource is an asset.
- Ability to speak Anishinaabemowin is preferred and is a definite asset.

Duties & Responsibilities:

- Maintains the employee electronic personnel files by participating in HR scanning projects, receiving, and uploading all documents required to be obtained within the personnel files and required for pension and benefits enrollment
- Coordination of recruitment through completion of postings, receiving and responding to employment inquiries and preparing screening and interview packages through coordination with the interview panels
- Responding to employee HR inquiries and triage items to the required HR/Finance team members that are not within the direct role of the HRAA
- Receive requests for completion of correspondence for and as requested by employees for Supervisory review
- Complete the full on-boarding requirements and initial orientation of new employees along with off-boarding processes including completion of exit interviews
- Complete audit checklists of all HR and personnel files maintained and respond accordingly
- Assist in development and distribution of new Job Descriptions, Interview templates and updating of HR documents and processes
- Participate in HR projects and work with various team members as required relative to improving efficiencies and transition to new systems and processes
- Maintain a performance database to ensure performance appraisals are tracked, uploaded, scheduled, and completed as required.
- Participate in communication and promotion of EAP (Employee Assistance Program) and cultural supports available to employees
- Maintain the Human Resource database system to ensure all HR documents are completed as required and HR forms and documents are updated in accordance with required timeframes
- Ensure that the strictest of confidentiality and need to know level of confidentiality is maintained at all times.
- Understands and adheres to all Agency policies and procedures.
- Other duties as assigned by the Direct Supervisor

DEADLINE: OPEN RECRUITMENT

Applicants are encouraged to visit our website at www.kgcf.org/employment to review the full job description. KGCFs offers competitive wages, a generous benefit package and OMERS pension plan.

Please submit your application marked "Confidential –HR Administrative Assistant – Sudbury/Manitoulin". Include in your application a cover letter, resume, and (3) three reference letters - two (2) employment related from recent employers.


Please also detail in your application: education, employment experience, and cultural participation.

Applications are accepted and in the following order of preference: by email, fax at

Human Resources – Confidential
HR Administrative Assistant – Sudbury/Manitoulin
Kina Gbezhgomi Child and Family Services
Main Office - 98 Pottawatomi Avenue,
Wikwemikong, Ontario P0P 2J0
Email: hr@kgcf.org

KGCFs services is based on a highly specialized approach to the delivery of child welfare in our area. Preference will be given to Anishinaabe Candidates (please self-identify). Miigwetch for your application, however, only those candidates selected for an interview will be contacted. As a condition of employment, the successful candidate will be required to submit the following: satisfactory Criminal Reference Check (within 3 months of application date), Vulnerable Sector Check and Driver's Abstract.

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

	Department	Administration
	Immediate Supervisor	TBD
	Location	Manitoulin Island/Sudbury
	Salary Range	In Accordance to Salary Grid

General Description

The Human Resources Administrative Assistant (HRAA) is primarily responsible for providing administrative support to the Human Resources Team. The HRAA will be required to both take direction and work intuitively to support the completion of the agency'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.

Primary Duties and Responsibilities

- Provides administrative support as a Human Resources team member
- Maintains the employee electronic personnel files by participating in HR scanning projects, receiving and uploading all documents required to be obtained within the personnel files and required for pension and benefits enrollment
- Coordination of recruitment through completion of postings, receiving and responding to employment inquiries and preparing screening and interview packages through coordination with the interview panels
- Responding to employee HR inquiries and triage items to the required HR/Finance team members that are not within the direct role of the HRAA
- Receive requests for completion of correspondence for and as requested by employees for Supervisory review
- Complete the full on-boarding requirements and initial orientation of new employees along with off-boarding processes including completion of exit interviews
- Complete audit checklists of all HR and personnel files maintained and respond accordingly
- Assist in development and distribution of new Job Descriptions, Interview templates and updating of HR documents and processes
- Participate in HR projects and work with various team members as required relative to improving efficiencies and transition to new systems and processes
- Maintain a performance database to ensure performance appraisals are tracked, uploaded, scheduled and completed as required.
- Maintain a years of service database for employee recognition and provide feedback relative to employee recognition programs and supports
- Participate in communication and promotion of EAP (Employee Assistance Program) and cultural supports available to employees
- Maintain the Human Resource database system to ensure all HR documents are completed as required and HR forms and documents are updated in accordance with required timeframes
- Maintain other training databases that may be developed to track training and human resources

- Complete preparation for employee recruitment activities and participate within the said opportunities to assist with communication of employment opportunities with KGCFS

Other Duties:

- Assists with the coordination of Human Resources training activities as required
- Assists with communication and planning with all staff as required
- Works closely in conjunction with the Pension and Benefit providers to ensure enrolment and de-enrolment documentation is accurately maintained relative to onboarding and offboarding functions as required.
- Completion of monthly, quarterly and annual reports to the direct Supervisor as required.
- Provides HR coverage to maintain continuity when HR team employees go on leave.
- Assist with gathering data for completion of various staffing reports to the Executive Management team as required.
- Enrolls in administrative and professional development activities.
- Ensure that the strictest of confidentiality and need to know level of confidentiality is maintained at all times.
- Understands and adheres to all Agency policies and procedures.
- Other duties as assigned by the Direct Supervisor

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

Knowledge, Skills and Abilities

- 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 competence.
- Knowledge of the Kina Gbezhgomi Child and Family Services Personnel Policies and Procedures
- Knowledge of human resources administration in a 90+ employee sized organization
- Awareness and understanding of Pension and Benefits Plans is an asset
- Understanding of financial knowledge and procedures
- 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.
- Knowledge of KGCFS member First Nation communities as well as the local customs and traditions
- Must possess a valid driver's license, access to a vehicle, and be willing to travel

- Must provide a clear Criminal Records Check, including a Vulnerable Sector Screening and Driver's Abstract.

Working Conditions

- Human Resources Administrative Assistant works in an office environment
- Human Resources Administrative Assistant usually works a standard 35-hour work week, however, the ability to work flexible hours may be required.
- Intermittent travel will be required to liaise with employees in other office locations, to attend meetings and deliver training sessions.
- Given the traditional practices of the Anishinabek, from time to time exposure to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage or cedar, may occur within the work setting.