



KUNUWANIMANO CHILD AND FAMILY SERVICES

Kunuwanimano Child and Family Services is a not-for-profit child and family services agency offering services in a holistic manner to strengthen children and families in their own communities in the context of their unique cultural heritage.

Human Resources Generalist

COMPETITION:	17-55	LOCATION:	Timmins, ON
STATUS:	Full Time — 35 hours per week	CLOSING DATE:	October 16, 2017
SALARY:	\$50,000—\$64,480 per annum		

JOB SUMMARY: Reporting to the Human Resources Manager, the Human Resources Generalist is responsible for providing administrative and human resource support in a number of Human Resource functional areas to ensure success throughout the Agency and our First Nation Communities.

REQUIRED QUALIFICATIONS:

- Post-secondary degree or diploma in human resources, business or other related discipline and a minimum of 3 years of related experience
- Broad knowledge of all functional human resources and recruitment programs and services, and sound understanding of all relevant provincial legislation, regulations, and acts.
- Excellent verbal and written communication skills.
- Excellent organizational and analytical skills and abilities to prioritize multiple demands.
- Must demonstrate technical competence in a variety of MS applications and HR software applications
- Must have experience working with First Nations people
- Must produce clear Criminal Record Check
- Ability to speak a native language considered a major asset.
- Ability to demonstrate initiative and work under minimal supervision.
- Ability to work flexible hours.

KEY RESPONSIBILITIES:

- Coordinates the complete staffing process in accordance with the Agency's policies and applicable legislation.
- Provides support in the selections process by conducting reference checks; coordinating the criminal reference check process; notifying unsuccessful candidates and drafting offers of employment.
- Coordinates and participates in recruitment activities such as career fairs and on-campus recruitment as well as develops strategies with our First Nation Communities.
- Assist with the creation of a recruiting and interviewing plan for each open position.
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
- Communicate with managers, employees and First Nation Communities regularly to establish rapport, gauge morale, and source new candidate leads.
- Assist with new project initiatives that are related to new or existing legislative requirements.
- Assist with routine support and guidance to managers and employees on the interpretation of policies and procedures.
- Participate in Onboarding Initiatives for new employees
- Attend local professional meetings and membership development meetings.

We offer competitive compensation and benefits, OMERS pension and opportunities for professional development.

Please refer to our website: www.kunuwanimano.com for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume, and submit by email to HR@kunuwanimano.com or by mail to:

Kunuwanimano Child and Family Services

Attn: Human Resources,
38 Pine St N, Unit 120,
Timmins, ON P4N 6K6

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process. Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self-identify.**