

**This is an exciting time to join Kuuwanimano Child and Family Services!**

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## Employment Opportunity– Human Resources Generalist (Non-Union) All Districts

**Competition #:** 24-07R

**Department:** Administration

**Location:** All Districts

**Job type:** Full time – 35 hours per week

**Closing Date:** April 26, 2024 @ 4:30 PM

**Salary:** Starting at \$61,681

**Starting date:** As soon as possible

**JOB SUMMARY:** Reporting to the Director of People and Culture, the Human Resources Generalist is responsible for providing administrative and human resources support in several Human Resource functional area to ensure success throughout the Agency and our First Nation Communities.

### What you will do in the role

- Coordinates and participates in the complete staffing and onboarding process in accordance with the Agency's policies and applicable legislation.
- Extensive travel throughout the districts to assist with routine support and guidance to managers and employees on the interpretation of policies and procedures.
- Assist in coordinating the updating of job descriptions and policies in accordance with established guidelines.
- Provide guidance and direction to managers on a wide range of employee issues including corrective action and terminations.
- Conduct workplace investigations and assist with grievances and harassment complaints.
- Routinely audit completed performance evaluations and identified and report on learning need trends.
- Manage all short term, long term and WSIB claims.
- Maintain the Agency's Human Resources Information System (HRIS).
- Assist with new project initiatives that are related to new or existing legislative requirements.
- Participate as a member of the Joint Health and Safety Committee and ensure that all relevant documents and records are maintained in accordance with legislative requirements and the Agency's policies and procedures.
- Administer and record employee recognition and incentive programs.
- Attend local professional meetings and membership development meetings.

### Just a few reasons to join Kuuwanimano Child and Family Services

- Opportunity to work with a dynamic team with career growth across multiple departments.
- KCFS prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- Training opportunities to support your success in the role.
- A defined contribution benefit pension plan (OMERS)
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Competitive vacation leave.

### What you bring to the table

- 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.
- Knowledge of current HR issues, trends, practices, and directions.
- Solid understanding of all relevant provincial legislation and regulations, and acts.
- Standing member of the HRPA; CHRP designation considered an asset.
- Excellent verbal and written communication skills.
- Excellent organizational and analytical skills and abilities to prioritize multiple demands.
- Experience conducting workplace investigations and terminations.
- 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.
- Experience working with unionized environment.

Please refer to our website: [www.kuuwanimano.com](http://www.kuuwanimano.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@kuuwanimano.com](mailto:HR@kuuwanimano.com) or by fax to 705-266-9122

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 Indigenous applicants. **Please self-identify.**

**Meegwetch to all applicants, however only those selected for an interview will be contacted.**