

Human Resources Assistant

Employer:	Nogdawindamin Family and Community Services		
Posted:	1 months ago	Closing Date:	April 09, 2024
ES Job ID:	15400	Location:	To Be Determined
Sector(s):	Office & Administration, Other	Duration:	Full Time , Temporary
Salary:	24991		

Job Description:

NOGDAWINDAMIN Family and Community Services, a designated Indigenous 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:

FULL-TIME CONTRACT TO MARCH 31, 2025

HUMAN RESOURCES ASSISTANT

LOCATION: TO BE DETERMINED

Salary Range: \$54,991.00 to \$67,217.00

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.

Required Skills:

- 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
- Equivalent combination of education and experience may be considered

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

How to Apply:

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

Tuesday, April 9, 2024 - 4:00 pm

Hiring Committee

Nogdawindamin Family and Community Services

210B Gran Street, Batchewana First Nation, ON P6A 0C4

Email: hr@nog.ca

Preference will be given to Indigenous applicants. Self-Identification is encouraged.

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

Nogdawindamin Family and Community Services has been in operation for over 30 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, OMERS PENSION AND
A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**