



EMPLOYMENT OPPORTUNITY

Mnaasged Child and Family Services

POSITION TITLE: Human Resources Generalist	CLASSIFICATION: Permanent Full-time
CLOSING DATE: Until filled	SALARY: \$50,000 - \$60,000 (based on qualifications)

GENERAL DESCRIPTION

The HR Generalist, under the direction of the HR Developer or designate, assists with the administration of day-to-day operations of the human resources functions and duties. The Human Resources Generalist carries out responsibilities in the following areas: HRIS, employee relations, benefits, recruiting, personnel records. This position will monitor human resources related documentation to ensure accuracy, consistency, and relevance to business processes.

KEY JOB FUNCTIONS

- Attends to detail and pursues quality in the accomplishments of tasks
- Works in compliance with all applicable health and safety legislation and established policies and procedures
- Demonstrates professional standards of conduct when governing interactions between individuals in a business environment
- Coordinate candidate screening processes in accordance with MCFS policies and procedures through interviews, reference checks and arranging for Vulnerable Sector Screening Policy Reference Checks
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation.
- Participate in internal or external committees as required or assigned
- May be required to travel to office sites other than 311 Jubilee Road site to conduct their duties
- Other duties as required and assigned

QUALIFICATIONS

Education:

- OSSGD or Equivalent
- Diploma or certificate in a related field
- Certified Human Resources Professional (CHRP) an asset

Knowledge and Experience:

- A minimum of three to five (3-5) years of experience in related field
- Knowledge of and exposure to a range of human resources activities, including some of the following: recruitment, orientation, compensation and benefits, performance management, employee relations, and employee communications
- Experience working with First Nation communities

Skills and Abilities:

- High level of integrity and work ethic
- Ability to effectively communicate both verbally and in writing
- Ability to prioritize and manage conflicting demands
- Demonstrated time management skills
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion
- Excellent computer skills

Other Requirements:

- Must provide a clear recent Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Must have \$2M automobile insurance
- May be required to work overtime or work flexible hours from time to time

For a full job description, please Contact Carol Antone, HR Developer at hr.developer@mnaasged.com
519 289-1117 ext. 237

Mnaasged gives preference to any First Nation applicants for any employment opportunities as per Section (16)1 of the Canadian Human Rights Act.

Please forward your cover letter, resume and 3 working reference letters to:

**Human Resource Department
Mnaasged Child and Family Services
311 Jubilee Rd. Muncey, ON N0L 1Y0
confidential.hr@mnaasged.com**

Only those selected for an interview will be contacted