



## EMPLOYMENT OPPORTUNITY

### Mnaasged Child and Family Services

<b>POSITION TITLE:</b> Human Resources Generalist	<b>CLASSIFICATION:</b> Permanent Full-time
<b>CLOSING DATE:</b> Friday, February 14, 2025 @ 4:30 pm	<b>SALARY:</b> \$\$50,000 - \$65,000 (based on qualifications)

#### **GENERAL DESCRIPTION**

The Generalist, under the direction of the HR Manager 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](mailto: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](mailto:confidential.hr@mnaasged.com)**

**Only those selected for an interview will be contacted**