



POSITION TITLE:	HUMAN RESOURCES ASSISTANT – STUDENT
DEPARTMENT:	HUMAN RESOURCES
REPORTS TO:	HUMAN RESOURCES SUPERVISOR
CLASSIFICATION:	FULL-TIME (35 HORUS PER WEEK) CONTRACT UNTIL AUGUST 25, 2023
LOCATION:	HIAWATHA FIRST NATION, RAMA FIRST NATION, PETERBOROUGH, OR WHITBY
POSTING DATE:	MARCH 3 RD , 2023
CLOSING DATE:	MARCH 24 TH , 2023

As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis and those with close affiliations.

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

PURPOSE OF THE POSITION

This position works alongside the Human Resources team and agency committees to assist with a variety of special projects and daily administrative tasks. The ideal candidate will ensure the Values of the Agency are incorporated into their work.

RESPONSIBILITIES

- Conducting candidate screening, organizing interviews, completing reference checks on prospective candidates.
- Supporting the Human Resources Advisors with new hire orientation and onboarding.
- Revising job postings and posting positions externally.
- Assisting with data entry and file auditing.
- Assisting with developing an Employee Engagement survey.
- Assisting with the logistical coordination of employee events and activities.
- Performs other duties as assigned.

POSITION REQUIREMENTS

Education and Experience Requirements:

- Completion of at least one (1) year of Post-Secondary Education (Business or Human Resources) and enrolled for September 2023.



Knowledge Requirements:

- Working knowledge of MS Office: Outlook, Word, Excel and PowerPoint
- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities we service.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.

Mandatory Requirements:

- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

SALARY

- \$15.50 per hour

TO APPLY

- Please email the following to careers@binnoojiiyag.ca
 - Application for Employment (available at www.binnoojiiyag.ca)
 - Please indicate preferred location in your application
 - Resume (include 3 work related references)
- Incomplete Applications will not be considered.
- Only those selected for an interview will be contacted.