



<b>POSITION TITLE:</b>	HUMAN RESOURCES CLERK
<b>DEPARTMENT:</b>	HUMAN RESOURCES
<b>REPORTS TO:</b>	HUMAN RESOURCES SUPERVISOR
<b>CLASSIFICATION:</b>	ONE (1) FULL TIME PERMANENT VACANCY
<b>FULL SALARY RANGE:</b>	\$57,472.71 - \$71,135.81*
<b>LOCATION:</b>	FLEXIBLE WITHIN OUR CATCHMENT AREA
<b>POSTING DATE:</b>	JUNE 12, 2026
<b>CLOSING DATE:</b>	JUNE 28, 2026

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 POSITION:**

Reporting to the Human Resources Supervisor, the Human Resources Clerk provides comprehensive administrative support across all areas of Human Resources (HR) within the agency. This role supports the effective delivery of HR services by maintaining accurate and up-to-date employee records, monitoring compliance requirements, coordinating HR communications, and supporting recruitment, onboarding, learning and development, and employee initiatives such as wellness and rewards & recognition.

The Human Resources Clerk serves as a primary point of contact for employee and student inquiries, ensures the accuracy and integrity of HRIS data and reporting, and supports the coordination of meetings, documentation, and internal communications. This position requires a high level of attention to detail and accuracy to ensure all HR processes, records, and communications are completed consistently and in accordance with agency standards and legislative requirements.

#### **RESPONSIBILITIES**

Administration, Reporting and Support:

- Establish and maintain electronic filing systems, conduct regular audits to ensure employee, student, and volunteer records are accurate, up to date, and kept strictly confidential.
- Maintain and monitor compliance tracking systems related to employee, student and volunteer requirements, including Police Record Checks, Vulnerable Sector Screening, Broad Records and Judicial Matters Checks. Ensure accuracy, timeliness, and adherence to legislation and policies by monitoring expiry dates,



communicating renewal requirements to employees, and maintaining updated records upon receipt.

- Monitor and track employee submissions related to hours of work in accordance with policies, following up on outstanding forms, communicating responses where appropriate and maintaining accurate records.
- Prepare monthly, quarterly and annual quantitative and qualitative reports.
- Input employee, student and volunteer information into the Human Resources Information System (HRIS).
- Maintain the annual performance review tracking system, inputting approved salary changes and communicating salary increases to employees.
- Prepare and update HR-related documents and materials, including correspondence, employee communications, and documentation related to employee relations and volunteer services.
- Prepare and submit purchase requisitions, review monthly credit card statements and submit associated documentation.
- Prepare agendas, meeting packages, presentations and minutes of meetings, including coordinating materials for HR team, all-staff meetings and agency led events.
- Create, maintain and ensure the secure retention of all employee records in electronic personnel files, including forms, attestations and agreements.
- Coordinate and send weekly employee communication.
- Maintain and update Human Resources Intranet pages.
- Create, update and post Agency's organizational charts and seating charts.
- Serve as a primary point of contact for HR inquiries, supporting employees with requests such as personal information updates, timesheet revisions, employment verification letters, and general HR system support.
- Maintain and track employee and volunteer identification badges, ensuring accurate records and timely issuance or updates.
- Assist with ordering, tracking, and distributing HR-related materials and supplies, ensuring items are delivered to the appropriate employees.
- Provide administrative support to recruitment activities as needed, including posting job opportunities, identifying potential candidates, and maintaining an organized talent pool of applicants.
- Assist with candidate and volunteer screening and reference checks by gathering information and maintaining accurate documentation.
- Support interview processes by coordinating interviews, maintaining documentation and if required, attending interviews to take notes and provide administrative support.
- Assist with creating resources, participant packages, and tools for various programs.
- Assist with the management of employee time, attendance and accruals for payroll purposes.
- Support the creation of videos and other interactive materials that enhance HR



programs, training, and communication initiatives.

- Assist with Learning & Development programs including the tracking and inputting of learning opportunities and attendance
- Download and send evaluation feedback to facilitators.
- Consistently apply the mission, vision, and values of the Agency into all processes and apply an equitable approach to process and administration that cultivates an inclusive culture.

Other Duties:

- Complete additional duties, special projects, and assigned tasks as directed by the leadership team.
- Participate in internal or external committees as required or assigned.
- Act as backup to team members during absences to ensure continuity of service delivery.

## **POSITION REQUIREMENTS**

### **Education and Experience Requirements:**

- Post-secondary diploma in Human Resources or related field with at least two (2) years of administrative experience. An equivalent combination of education and experience will be considered.
- Experience working within an Indigenous Child-Wellbeing setting would be considered an asset.

### **Knowledge Requirements:**

- Knowledge of human resources administrative best practices.
- Good understanding of employment legislation including Employment Standards Act, 2000 (ESA), Ontario Human Rights Code, Occupational Health & Safety Act (OHSA) and the Accessibility for Ontarians with Disabilities Act (AODA).
- Strong understanding of Dnaagdawenmag Binnoojiiyag Child & Family Service programs and services.
- 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.

### **Skill & Ability:**

- Ability to infuse Indigenous culture and understanding into HR practices, fostering an environment where Indigenous values are respected and integrated.
- Excellent communication and listening skills, demonstrating respect and kindness.



- Excellent proficiency with computers and standard software applications, including Microsoft Office 365 (Excel, Word, Outlook, PowerPoint, OneDrive, OneNote and SharePoint).
- Strong attention to detail and a very high level of accuracy are essential, along with a solid understanding of processes.
- Demonstrated organizational skills in a fast-paced, paperless environment.
- Strong critical thinking skills that support effective and creative problem-solving and decision-making.
- Ability to work independently while contributing towards a team environment.
- Comfortable using, learning, and adapting to new technology.
- Proficient writing skills with the ability to draft and edit communications including emails, memorandums, and letters.
- Task oriented with the ability to manage multiple priorities and work in a fast-paced environment.
- Self-aware, reflective and able to adapt and support organizational change.
- Maintains a consistent approach to handling confidential and sensitive information with discretion.

#### **Mandatory Requirements:**

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- 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.
- Maintain a Commissioner of Oaths appointment with the Province of Ontario which requires renewing the appointment in advance thereby avoiding any lapse in the appointment.

#### **WORKING CONDITIONS**

- A working location will be provided with a potential to work from home on occasion, subject to agency needs and eligibility.
- Travel within the catchment area will be required from time to time.
- At our Agency, we actively encourage a healthy work life balance and aim to ensure working hours do not exceed 35 hours per week and/or do not need to be conducted during evenings and weekends. However, we recognize that needs may need to be met outside of these hours from time to time. We have a flexible work policy where we aim to maintain an 8-hour daily schedule (inclusive of a 1 hour lunch) whenever possible. There may be occasions where your scheduled start and end time will vary outside of 8:30am-4:30pm or that you will need to work extra hours.



Dnaagdawenmag Binnoojiiyag  
**Child & Family Services**

EMPLOYMENT OPPORTUNITY

### **STARTING SALARY RANGE**

- Starting salary is \$57,472.71 - \$66,318.77 - depending on qualifications and experience.

\*PLEASE NOTE: The full salary range is the total earning potential for this position. Increases are awarded based on your annual performance reviews.

### **TO APPLY**

- Please email the following to [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)
  - Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca))
  - Please indicate preferred location in your application
  - Resume (include 3 work-related supervisory references)
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis, and those with close affiliations.