



Competition No.:	2023-014
Position:	Human Resources Coordinator
Classification:	Salary Negotiable Full-Time Permanent (Non-Union)
Department:	Human Resources
Location:	1410 Mountain Avenue (Winnipeg)
Closing Date:	February 17, 2023

The Human Resources Coordinator is responsible to facilitate the recruitment cycle from start to finish for the Agency including being active and present for on and off-reserve recruiting. The HR Coordinator will coordinate the Agency's Yellowquill Family Services Worker Cohort Program including coordinating the staff participant travel, work schedules, attendance, and any changes with Cohort locations.

Duties & Responsibilities:

- Consult with senior management to determine staffing requirements and specific job objectives
- Ensure a contract and job description is in place for all employees
- Update job descriptions and personnel files as required
- Evaluate and screen resumes and coordinate/participate in the interviews including establishing the hiring committees
- Conduct background checks and check references
- Facilitate the on-boarding process including creating an employee file and forward all necessary payroll documentation to the finance department in a timely manner
- Participates in Agency events and training as required in addition to working flexible hours as required
- Provide confidential administrative support to the HR department by filing, photocopying, faxing, answering phone calls, dealing with inquiries related to Human Resources through email, phone or in person
- Provide general information to job applicants, interpret the policy and procedures, offer suggestions based on experience, and ensure the Human Resources office is organized
- Maintain confidentiality in all aspects of duties
- Other duties as assigned by the HR Director

Qualifications:

- Demonstrated ability to work respectfully with the First Nations communities and organizations
- 2+ years of recruiting and/or Human Resources experience (relevant post-secondary education is an asset)
- Must be willing and able to travel to Southeast First Nations communities for career fairs and to conduct interviews
- Exceptional interpersonal skills and stellar track-record regarding confidentiality
- Knowledge of Employment Standards, Labour Law, Workplace Safety and Health, Human Rights
- A valid driver's license; a reliable vehicle; and proficiency with Microsoft Office
- Satisfactory Criminal Record; Child and Adult Abuse Registry; and Prior Contact Check

Please forward your résumé, cover letter, and three (3) references to hr@secfs.ca

Preference will be given to Southeast members and Indigenous (First Nations, Métis, or Inuit) candidates meeting the position requirements. **All Indigenous applicants are asked to self-declare within their cover letter.** We thank all applicants; however, only those candidates selected for an interview will be contacted.

*Berens River First Nation - Black River First Nation – Bloodvein First Nation - Brokenhead Ojibway Nation
Hollow Water First Nation - Little Grand Rapids First Nation - Pauingassi First Nation - Poplar River First Nation*