



**WEECHI-IT-TE-WIN**  
Family Services Inc.

## **HUMAN RESOURCES ASSISTANT**

### **GENERAL DESCRIPTION**

The Human Resource Officer Assistant is a full-time permanent, administrative position. The Human Resource Officer Assistant will work within a culturally competent system of care and as such will acknowledge and incorporate at all levels the importance of culture, the expansion of cultural knowledge, and the overall vision of Weechi-it-te-win Family Services.

The Human Resource Officer Assistant will foster cultural awareness through active participation in an inductive learning process, gaining an understanding of historical trauma and impacts of oppression and how these relate to current issues related to Native child welfare services. The Human Resources Officer will develop culturally competent practice skills that are congruent to the unique needs of the Nine First Nations and to Weechi-it te-win Family Services.

### **RESPONSIBILITY**

The Human Resource Officer Assistant reports to the Human Resources Officer. The Human Resource Officer Assistant is responsible for providing support to the Human Resource Officer in the application, review and development of Personnel policies, assisting with personnel, payroll and records administration.

#### **1. Education, Experience, and Requirements:**

- 2- or 3-year diploma in Human Resources Management or an equivalent combination of education and work experience
- 2 years' experience in an office setting and proficient in the use of software programs including Microsoft Office (i.e. Word, Excel, and Power Point)
- Must possess valid driver's license, have clean driver's abstract, and be insurable
- Current updated immunization required

**Salary \$56,854.42 to \$69,750.44**

**Submit Application to:**

**Jackie DeBenedet**

**Human Resources Officer**

[jackie.debenedet@weechi.ca](mailto:jackie.debenedet@weechi.ca)

P.O. Box 812

Fort Frances, ON P9A 3N1

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**DEADLINE TO SUBMIT APPLICATION:**

**January 6, 2025, @ 12:00 p.m.**

**ADVERTISEMENT (S3).**

