



HUMAN RESOURCES ASSISTANT JOB DESCRIPTION



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 Director of Administration. 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
- Ability to communicate in Anishinaabemowin an asset
- Excellent communication and presentation skills
- Ability to work independently and be a pro-active team member
- Must have the ability to listen and communicate in a positive manner
- Must have computer proficiency and ability to learn new software
- Must have the ability to communicate effectively in both oral and written form
- Must have demonstrated ability to work with First Nations as well as health and social service agencies and understanding cultural norms, protocols, and diversities
- Committed to ongoing learning and development

Applications must include all the following to be considered:

Cover Letter – Signed and Dated

-Resume

-Three References (one must be employment related) along with written permission to contact references.

-Only those selected for an interview will be contacted.

-Immediate Benefits and Pension

-Complete job descriptions available upon request

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

Submit Application to:

Jackie DeBenedet

Human Resources Officer

careers@weechi.ca

P.O. Box 812

Fort Frances, ON P9A 3N1

Phone: 807-274-3201

Fax: 807-274-8435

DEADLINE TO SUBMIT APPLICATION:

February 28, 2025, 12:00 p.m.

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