



Niijaansinaanik Child and Family Services

Niijaansinaanik Child and Family Services is a provincially designated Child Well-Being Agency that provides Prevention, Protection, and Child and Family services that reflect values, beliefs and principles rooted within the Anishnabek culture. We serve the communities of Wahnapiatae, Dokis, Henvey Inlet, Magnetawan, Shawanaga, and Wasauksing First Nations

HUMAN RESOURCES CLERK Permanent Full-time Competition # 06-0001

Reporting to the Director of Human Resources, the Human Resources Clerk is responsible for providing administrative support services to the Human Resources team. The Human Resources Clerk will also provide support to ensure that administrative systems are functioning effectively and efficiently in support of smooth implementation of Niijaansinaanik's services for staff. The Human Resources Clerk will also be responsible for clerical and telephone duties as required.

Salary : \$57,576.00 to \$70,050.00

Total Compensation includes: OMERS Pension Plan, Comprehensive Health Benefits Plan, 15 recognized Statutory Holidays, competitive vacation, Employee Assistance Program.

Qualifications

Minimum Education

- minimum Grade 12 education with a minimum of five years' administrative support experience substantially similar to this position's responsibilities as listed.
- College diploma in business administration or a related field is preferred.

Experience

- 3-5 years of experience providing direct administrative support

Knowledge Requirements

- Knowledge of Niijaansinaanik Child and Family Services programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnabek culture, traditions, and the Seven Grandfather Teachings
- Have knowledge of standard office procedures
- Have extensive knowledge of computers and standard computer software programs (e.g. MS Excel, word)
- Working knowledge of a multi-line phone system, and office equipment: fax, photocopiers, shredder, scanners, etc.

Other Requirements

- Must provide a clear Police Records Check
- Must provide a Class 'G' Ontario Driver's Licence, have access to a vehicle, and have the ability to travel
- Must have \$1M auto insurance liability coverage
- Must provide a three-year uncertified Driver's Abstract

Work Site Location:

- North Bay

Niijaansinaanik is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodation is available upon request for candidates taking part in the recruitment process. Please submit your resume and cover letter along with three work-related references to:

Dennis Goulais, Director of Human Resources
Niijaansinaanik Child and Family Services
940A Main Street, Dokis First Nation, ON P0M 2N1
Email to: careers@nijjcs.com

Application deadline is:

Friday, July 12, 2024

Preference will be given to applicants of First Nation ancestry, please self-identify.
We thank all those applicants for their interest, however, only those selected for an interview will be contacted.
For a more detailed job description, please contact
Human Resources at careers@nijjcs.com