



CREE NATION CHILD & FAMILY CARING AGENCY JOB OPPORTUNITY

POSITION: Human Resources Assistant – Perm Position
OFFICE: Regional Office
LOCATION: Opaskwayak, Manitoba

*Cree Nation Child & Family Caring Agency (CNCFCA) is responsible for administering and providing for the delivery of Child and Family Services. CNCFCA is dedicated to providing comprehensive CFS Services that are community-based and incorporate both protection and prevention services.
Our agency will strive to maintain family unity.*

POSITION SUMMARY:

The Human Resources Assistant provides a full range of HR services to the CNCFCA and all employees in our various locations and offices. Responsible for assisting in the maintenance, implementation, development and consistent application of HR policies and procedures agency wide.

RESPONSIBILITIES:

- Employee Attendance;
- Recruitment and Selection;
- Performance Management;
- Training & Development;
- Employee Communications;
- Compensation.

EDUCATION & EXPERIENCE

- Diploma or certificate as an Administrative Assistant or equivalent skills and knowledge;
- At least three (3) years of Administrative experience;
- Ability to use a variety of computer applications such as Microsoft Word, Excel, Outlook, PowerPoint and database systems with demonstrated accuracy and a speed of 60 WPM;
- Good organizational skills and working knowledge of office and administrative procedures and related equipment;
- Self-motivated, able to work as part of a team or independently;
- Excellent oral and written communication skills.

CONDITIONS OF EMPLOYMENT

- Must pass a criminal records check, child abuse registry check and prior contact check;
- Cannot be active on a protection case;
- Varied amounts of travel required within this position;
- Must have a valid Manitoba's driver's license;
- Must be able to provide own vehicle for work;
- Other duties related to the position may be assigned by the Human Resources Manager.

Deadline: March 13, 2024 @ 4:00 pm

Interested applicants are invited to submit their resume and cover letter (please state position and office/community applying for), along with three (3) professional references and their contact information, including a most recent employer reference to:

Human Resource Manager
Cree Nation Child & Family Caring Agency
Box 10130
Opaskwayak, MB. R0B 2J0
Fax: 204-623-3847
Email: hr@creeation.ca

We thank all who apply and advise that only those selected for further consideration will be contacted. Incomplete applications will not be considered. Successful candidates must provide satisfactory criminal and child abuse registry checks.

“Please visit our website at <https://creeation.ca>”